UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Reg. 3603
Jan. 5, 1945

FILED

PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

January 3, 1945

MEMORANDUM NO. 1104

Appointment of William A. Minor as Assistant to the Secretary

William A. Minor has been appointed Assistant to the Secretary. He will take the place of Mr. Sims, who has accepted a position in business. Mr. Minor served in the Agricultural Adjustment Agency from 1935 to 1941 and, prior to his present appointment, was President of the Production Credit Corporation of Columbia, South Carolina.

Claude R. Wickard

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED
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SECRETARY'S RECORDS.
U. S. D. A.

February 3, 1945

Reg. 3616
February 3, 1945

MEMORANDUM NO. 1105

Appointment of P. V. Cardon as Agricultural Research Administrator

P. V. Cardon, formerly Assistant Administrator, has been appointed Agricultural Research Administrator. He succeeds E. C. Auchter, who has resigned to become Director of the Pineapple Research Institute of Hawaii.

Claude R. Wickard

Secretary

PERSONNEL 10

MEMORANDUM NO. 1105

Appointment of P. V. Cardon as Agricultural Research Administrator

P. V. Cardon, formerly Assistant Administrator, has been appointed Agricultural Research Administrator. He succeeds E. O. Anderson, who has resigned to become Director of the Pineapple Research Institute of Hawaii.

Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILE
PLEASE RETURN TO SECRETARY'S RECORDS
U.S.D.A.

July 2, 1945

MEMORANDUM NO. 1106

CONSOLIDATION OF THE WAR FOOD ADMINISTRATION AND THE DEPARTMENT OF AGRICULTURE

1. Executive Order No. 9577, effective at the close of business on June 30, 1945, terminated the War Food Administration and the Office of the Administrator, and transferred the functions of the War Food Administrator to the Secretary of Agriculture. The records, property, personnel, funds, and agencies of the War Food Administration were also placed under the jurisdiction and control of the Secretary of Agriculture, and the Secretary was authorized to organize and administer these agencies. Under these provisions, the heads of the various staff and program agencies which comprised the War Food Administration will hereafter be responsible to the Secretary of Agriculture. Under the Executive Order, the immediate Office of the War Food Administrator was brought under the supervision of the Secretary. The following Staff Offices of the Office of the War Food Administrator are now Staff Offices of the Secretary: Office of Requirements and Allocations, Office of Price, Office of Transportation, Office of Surplus Property and Reconversion, Office of Water Utilization, Director of Home Food Supply, Director of War Board Services, and the Correspondence Unit. In addition the functions, funds, personnel, and property of all of these offices are transferred to the Office of the Secretary. The following Offices of the Department are also a part of the Office of the Secretary: Office of Personnel, Office of Budget and Finance, Office of Plant and Operations, and Administrative Council. The funds heretofore made available for the purpose of carrying out the activities of the staff, service, and program agencies of the War Food Administration will continue to be available for the purpose of carrying out the responsibilities of these agencies under the Secretary.

2. Existing Secretary's Memoranda, Administrator's Memoranda, General Departmental Circulars, the Department Regulations and other related documents will, unless and until changed by the Secretary, continue in effect. In this connection, the present procedures for handling the preparation and routing of dockets, correspondence and other documents will continue in effect, except that all dockets, correspondence and other documents which were formerly prepared for the signature of the War Food Administrator will hereafter be prepared for the signature of the Secretary.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

ORGANIZATION

3. The Under Secretary will have general supervision over the various programs of the Department and, generally, will make decisions within the framework of policies established by the Secretary. In addition to whatever new duties may be assigned to him by the Secretary, the Assistant Secretary will continue to carry out the responsibilities heretofore assigned to him.

4. The following persons will serve as Assistants in the Office of the Secretary: Nathan Koenig, J. B. Hasselman, W. A. Minor, [redacted] T. J. Flavin. Miss Mary T. Mackesey will continue to serve as Head of the Correspondence Unit in the Office of the Secretary.

5. The Secretary has established a Committee on Organization composed of the following persons: Milton S. Eisenhower, Chairman; W. A. Minor, Vice Chairman; H. B. Boyd; Charles E. Brannan; Wilson Cowen; E. W. Gaumnitz; W. A. Jump; Ashley Sellers; Gerald K. Thorne; and Jesse Tapp. The following will serve as Staff Assistants to the Committee: Stanley P. Williams, John Thurston and Jesse E. Baskette. The Committee is located in Room 202, Administration Building. The Committee will confer with all agency heads. The Committee will also welcome suggestions in writing from any interested employee. In the meantime, all agencies of the Department should go forward with current work and with essential advance planning, with the assurance that such organizational changes as may evolve will be made only after mature consideration.

Secretary

3. The Under Secretary will have general supervision over the various programs of the Department and, generally, will make decisions within the framework of policies established by the Secretary. In addition to whatever new duties may be assigned to him by the Secretary, the Assistant Secretary will continue to carry out the responsibilities heretofore assigned to him.

4. The following persons will serve as Assistants in the Office of the Secretary: Nathan Koenig, J. B. Hasselman, W. A. Minor, T. J. Flavin. Miss Mary T. Mackesey will continue to serve as Head of the Correspondence Unit in the Office of the Secretary.

5. The Secretary has established a Committee on Organization composed of the following persons: Milton S. Eisenhower, Chairman; W. A. Minor, Vice Chairman; H. B. Boyd; Charles K. Freeman; Wilson Cowen; E. W. Gaumnitz; W. A. Jump; Ashley Sellers; Gerald K. Thorne; and Jesse Tapp. The following will serve as Staff Assistants to the Committee: Stanley P. Williams, John Thurston and Jesse E. Baskette. The Committee is located in Room 202, Administration Building. The Committee will confer with all agency heads. The Committee will also welcome suggestions in writing from any interested employee. In the meantime, all agencies of the Department should go forward with current work and with essential advance planning, with the assurance that such organizational changes as may evolve will be made only after mature consideration.

Secretary

Req. 3503

UNITED STATES DEPARTMENT OF AGRICULTURE
Washington 25, D. C.

July 2, 1945

FILED

MEMORANDUM NO. 1107

Department of Agriculture Schedule for Certain Positions Not Required To Be Classified Pursuant to the Classification Act of 1923, As Amended

PLEASE RETURN TO SECRETARY'S RECORDS U.S.D.A.

The Federal Employees Pay Act of 1945 establishes as of July 1, 1945, new rates of compensation for positions subject to the Classification Act of 1923, as amended. In view of this, a new salary schedule is needed for employees whose basic rates of compensation have been determined in accordance with the salary schedule in Executive Order No. 6746, dated June 21, 1934, in order that they may receive increases in their basic rates corresponding to those which the Act provides for employees whose compensation is fixed by the Classification Act, as amended.

Accordingly there is established, effective July 1, 1945, in the Department of Agriculture the following salary schedule which shall apply to the positions of all employees of the Department whose salaries are not fixed in accordance with the provisions of the Classification Act of 1923, as amended, with these exceptions:

(1) employees outside the continental limits of the United States, including those in Alaska, who are paid in accordance with local native prevailing wage rates for the area in which employed, and

(2) employees whose wages are fixed by a wage board or similar administrative authority serving the same purpose, pursuant to Secretary's Memorandum No. 1088, dated May 6, 1943:

Salary Schedule

| Grade | Salary Steps Within Grade | Corresponding Services and Grades Under Amended Classification Act | EO Grades Absorbed by This Schedule |
|---|---|---|---|
| DA-1 | $ 936, 1,008 | CPC-1 | EO-1 (II) |
| DA-2 | 1,152, 1,224, 1,296 | CPC-2 | EO-2 (II) |
| DA-3 | 1,368, 1,440 | CPC-3 | EO-3 (II) |
| DA-4 | 1,506 | CAF-1, SP-1, SP-2 | EO-3 |
| DA-5 | 1,572, 1,638 | CPC-3 | EO-4 (II) |
| DA-6 | 1,638, 1,704 | CAF-2, SP-3 | EO-4 |
| DA-7 | 1,704, 1,770 | CPC-4 | EO-5 (II) |
| DA-8 | 1,836, 1,902 | CAF-3, SP-4 | EO-5 |

ACCOUNTING 6

UNITED STATES DEPARTMENT OF AGRICULTURE
Washington 25, D. C.

July 2, 1948

MEMORANDUM No. 1707

Department of Agriculture Schedule for Certain Positions Not Required To Be Classified Pursuant to the Classification Act of 1923, As Amended

The Federal Employees Pay Act of 1945 establishes as of July 1, 1945, new rates of compensation for positions subject to the Classification Act of 1923, as amended. In view of this, a new salary schedule is needed for employees whose basic rates of compensation have been determined in accordance with the salary schedule in Executive Order No. 9746, dated June 21, 1934, in order that they may receive increases in their basic rates corresponding to those which the Act provides for employees whose compensation is fixed by the Classification Act, as amended.

Accordingly there is established, effective July 1, 1945, in the Department of Agriculture the following salary schedule which shall apply to the positions of all employees of the Department whose salaries are not fixed in accordance with the provisions of the Classification Act of 1923, as amended, with these exceptions:

(1) employees outside the continental limits of the United States, including those in Alaska, who are paid in accordance with local native prevailing wage rates for the area in which employed, and

(2) employees whose wages are fixed by a wage board or similar administrative authority serving the same purpose, pursuant to Secretary's Memorandum No. 1088, dated May 6, 1943:

Salary Schedule

| Grade | Salary Steps Within Grade | Corresponding Services and Grades Under Amended Classification Act | SO Grades Absorbed by This Schedule |
|---|---|---|---|
| DA-1 | $ 936, 1,008 | CPC-1 | SO-1 (II) |
| DA-2 | 1,152, 1,224, 1,296 | CPC-2 | SO-2 (II) |
| DA-3 | 1,368, 1,440 | CPC-3 | SO-3 (II) |
| DA-4 | 1,512 | CAF-1, SP-1, SP-2 | SO-3 |
| DA-5 | 1,512, 1,656 | CPC-3 | SO-4 (II) |
| DA-6 | 1,656, 1,704 | CAF-2, SP-3 | SO-4 |
| DA-7 | 1,704, 1,752 | CPC-4 | SO-5 (II) |
| DA-8 | 1,752, 1,800 | CAF-3, SP-4 | SO-5 |

| | | | |
|---|---|---|---|
| DA-9 | 1,902, 1,968 | CPC-5 | EO-6 (II) |
| DA-10 | 2,034, 2,100 | CAF-4, SP-5 | EO-6 |
| DA-11 | 2,100 | CPC-6 | EO-6a (II) |
| DA-12 | 2,232, 2,298, 2,320 | CAF-5, SP-6, P-1, CPC-7, CPC-8 | EO-7 |
| DA-13 | 2,430, 2,540, 2,650 | CAF-6, SP-7, CPC-9 | EO-8 |
| DA-14 | 2,760, 2,870, 2,980 | CAF-7, SP-8, P-2, CPC-10 | EO-9 |
| DA-15 | 3,090, 3,200, 3,310 | CAF-8, CPC-10 | EO-10 |
| DA-16 | 3,420, 3,530, 3,640 | CAF-9, P-3 | EO-11 |
| DA-17 | 3,640, 3,750, 3,860, 3,970, 4,080 | CAF-10 | EO-12 |
| DA-18 | 3,970, 4,080, 4,190, 4,300, 4,410, 4,520 | CAF-11, P-4 | EO-13 |
| DA-19 | 4,300, 4,520, 4,740, 4,960, 5,070 | CAF-12, P-5 | EO-14 |
| DA-20 | 5,180, 5,390, 5,600, 5,810 | CAF-13, P-6 | EO-15 |
| DA-21 | 6,230, 6,440, 6,650, 6,860, 7,070 | CAF-14, P-7 | EO-17a |
| DA-22 | 6,440, 6,702.50, 6,965, 7,227.50, 7,490 | CAF-14, P-7 | EO-17 |
| DA-23 | 7,175, 7,437.50, 7,700, 7,962.50, 8,225 | CAF-15, P-8 | EO-18b |
| DA-24 | 7,700, 7,962.50, 8,225, 8,487.50, 8,750 | CAF-15, P-8 | EO-18a |
| DA-25 | 8,225, 8,487.50, 8,750, 9,012.50, 9,275 | CAF-16, P-9 | EO-19d |
| DA-26 | 8,750, 9,012.50, 9,275, 9,537.50, 9,800 | CAF-16, P-9 | EO-19c |
| DA-27 | 9,275, 9537.50, 9,800 | CAF-16, P-9 | EO-19ca |
| DA-28 | 9,800, 10,000 | CAF-16, P-9 | EO-19b |
| DA-29 | 10,000 | CAF-16, P-9 | EO-19ba<br>EO-19a |

The classification and salaries of all employees previously compensated under "EO" schedules are hereby converted, effective July 1, 1945, to the corresponding "DA" grade and step.

All new appointments to positions subject to the salary schedule contained in this Memorandum shall be made at the minimum rate of the grade, except that whenever it is deemed warranted by the nature of the duties and responsibilities of a class of positions in comparison with other classes in the same grade, and in the interests of good administration, there may be established for any such class, subject to the approval of the Director of Personnel, a minimum rate which shall be one of the pay rates, but not in excess of the middle rate, of that grade.

The aggregate per annum rate of compensation, including overtime compensation, with respect to any pay period, in the case of any full-time employee in the service on July 1, 1945, (1) who was a full-time employee on June 30, 1945, (2) whose per annum basic rate of compensation on June 30, 1945, did not exceed a rate of $1800 per annum, and (3) whose compensation prior to conversion under the provisions of this Memorandum was fixed pursuant to the salary schedule in Executive Order No. 6746, shall not, under the rates of compensation established by this Memorandum, so long as he continues to occupy the position he occupied on June 30, 1945, be less than his per annum basic rate of compensation on such date, plus the rate of $300 per annum or 25 per centum of such per annum basic rate of compensation, whichever is the smaller amount.

No officer or employee whose salary is fixed in accordance with the salary schedule contained in this Memorandum, shall be paid, with respect to any pay period, at an aggregate per annum rate of compensation, including overtime compensation under the provisions of the Federal Employees Pay Act of 1945, in excess of $10,000 per annum, except that any such officer or employee who was receiving overtime compensation on June 30, 1945, and whose aggregate rate, including overtime, on such date was in excess of $10,000 per annum, may receive overtime compensation at such rate as will not cause his aggregate rate for any pay period to exceed the aggregate rate which he was receiving on June 30, 1945, until he ceases to occupy the office or position he occupied on such date or until the overtime hours of work in his administrative work week are reduced by action of the Secretary.

Effective July 1, 1945, all employees occupying permanent positions within the scope of the salary schedule set forth in this Memorandum, who have not attained the maximum rate of compensation for the grade in which their positions are respectively allocated, shall be advanced in compensation successively to the next higher rate within the grade at the beginning of the next pay period following the completion of (1) each twelve months of service if such employees are in grades in which the compensation increments are less than $200, or (2) each eighteen months of service if such employees are in grades in which the compensation increments are $200 or more, subject to the following conditions:

(1) That no equivalent increase in compensation from any cause was received during such period, except such additional within-grade compensation advancements as may be made in accordance with standards to be prescribed for the purpose by the Director of Personnel;

(2) That an employee shall not be advanced unless his current efficiency is "good" or better than "good." The term "good" shall have the meaning attributed to it in the system of efficiency rating approved by the Civil Service Commission for application within the various agencies including this Department, and such system shall be maintained in the bureaus for employees whose compensation is fixed in accordance with the salary schedule set forth in this Memorandum;

The classification and salaries of all employees previously compensated under "SO" schedule are hereby converted, effective July 1, 1946, to the corresponding "DA" grade and step.

All new appointments to positions subject to the salary schedule contained in this Memorandum shall be made at the minimum rate of the grade, except that whenever it is deemed warranted by the nature of the duties and responsibilities of a class of positions in comparison with other classes in the same grade, and in the interests of good administration, there may be established for any such class, subject to the approval of the Director of Personnel, a minimum rate which shall be one of the pay rates, but not in excess of the middle rate, of that grade.

The aggregate per annum rate of compensation, including overtime compensation, with respect to any pay period, in the case of any full-time employee in the service on July 1, 1946, who was a full-time employee on June 30, 1945, (2) whose per annum basic rate of compensation on June 30, 1945, did not exceed a rate of $1800 per annum, and (3) whose compensation prior to conversion under the provisions of this Memorandum was fixed pursuant to the salary schedule in Executive Order No. 9746, shall not, under the rates of compensation established by this Memorandum, so long as he continues to occupy the position he occupied on June 30, 1945, be less than his per annum basic rate of compensation on such date, plus the rate of $300 per annum or 25 per centum of such per annum basic rate of compensation whichever is the smaller amount.

No officer or employee whose salary is fixed in accordance with the salary schedule contained in this Memorandum, shall be paid, with respect to any pay period, at an aggregate per annum rate of compensation, including overtime compensation under the provisions of the Federal Employees Pay Act of 1945, in excess of $10,000 per annum, except that any such officer or employee who was receiving overtime compensation on June 30, 1945, and whose aggregate rate, including overtime, on such date was in excess of $10,000 per annum may receive overtime compensation at such rate as will not cause his aggregate rate for any pay period to exceed the aggregate rate which he was receiving on June 30, 1945, until he ceases to occupy the office or position he occupied on such date or until the overtime hours of work in his administrative work week are reduced by action of the Secretary.

Effective July 1, 1946, all employees occupying permanent positions within the scope of the salary schedule set forth in this Memorandum, who have not attained the maximum rate of compensation for the grade in which their positions are respectively allocated, shall be advanced in compensation successively to the next higher rate within the grade at the beginning of the next pay period following the completion of (1) each twelve months of service if such employees are in grades in which the compensation increments are less than $300, or (2) each eighteen months of service if such employees are in grades in which the compensation increments are $300 or more, subject to the following conditions:

(1) That no equivalent increase in compensation from any cause was received during such period, except such additional within-grade compensation advancements as may be made in accordance with standards to be prescribed for the purpose by the Director of Personnel;

(2) That an employee shall not be advanced unless his current efficiency is "good" or better than "good." The term "good" shall have the meaning attributed to it in the system of efficiency rating approved by the Civil Service Commission for application within the various agencies including this Department, and such system shall be maintained in the bureaus for employees whose compensation is fixed in accordance with the salary schedule set forth in this Memorandum;

(3) That the service and conduct of such employee are certified by Employment Officers, or such other officials as may be designated for such purpose, as being otherwise satisfactory; and

(4) That any employee (a) who, while serving under permanent, war service, temporary, or any other type of appointment, has left his position to enter the armed forces or the merchant marine, or to comply with a war transfer as defined by the Civil Service Commission, (b) who has been separated under honorable conditions from active duty in the armed forces, or has received a certificate of satisfactory service in the merchant marine, or has a satisfactory record on war transfer, and (c) who, under regulations of the Civil Service Commission or the provisions of any law providing for restoration or reemployment, or under any administrative procedure of this Department with respect to employees not subject to civil service rules and regulations, is restored, reemployed, or reinstated in any position the rate of compensation for which is fixed by the salary schedule set forth in this Memorandum, shall upon his return to duty be entitled to within-grade salary advancements without regard to subparagraphs (2) and (3) of this paragraph, and to credit such service in the armed forces, in the merchant marine, and on war transfer, toward such within-grade salary advancements. As used in this paragraph the term "service in the merchant marine" shall have the same meaning as when used in the Act entitled "An Act to provide reemployment rights for persons who leave their positions to serve in the merchant marine, and for other purposes," approved June 23, 1943 (U.S.C., 1940 edition, Supp. IV, title 50 App., secs. 1471 to 1475, inc.).

The increase in existing rates of basic compensation provided by this Memorandum shall not be construed to be an "equivalent increase" in compensation under the provisions of this Memorandum relating to periodic within-grade salary advancements.

Bureaus are authorized to make additional within-grade compensation advancements but not in excess of one step within each of the time periods specified in the preceding provisions governing periodic within-grade salary advancements in accordance with standards to be prescribed for the purpose by the Director of Personnel.

Secretary

(3) That the service and conduct of such employee are certified by Employment Officers, or such other officials as may be designated for such purpose, as being otherwise satisfactory; and

(4) That any employee (a) who, while serving under permanent, war service, temporary, or any other type of appointment, has left his position to enter the armed forces or the merchant marine, or to comply with a war transfer as defined by the Civil Service Commission, (b) who has been separated under honorable conditions from active duty in the armed forces, or has received a certificate of satisfactory service in the merchant marine, or has a satisfactory record on war transfer, and (c) who, under regulations of the Civil Service Commission or the provisions of any law providing for restoration or reemployment, or under any administrative procedure of this Department with respect to employees not subject to civil service rules and regulations, is restored, reemployed, or reinstated in any position the rate of compensation for which is fixed by the salary schedule set forth in this Memorandum, shall upon his return to duty be entitled to within-grade salary advancements without regard to subparagraphs (2) and (3) of this paragraph, and to credit such service in the armed forces, in the merchant marine, and on war transfer, toward such within-grade salary advancements. As used in this paragraph the term "service in the merchant marine" shall have the same meaning as when used in the Act entitled "An Act to provide reemployment rights for persons who leave their positions to serve in the merchant marine, and for other purposes," approved June 23, 1943 (U.S.C., 1940 edition, Supp. IV, title 50 App., secs. 1471 to 1475, inc.).

The increase in existing rates of basic compensation provided by this Memorandum shall not be construed to be an "equivalent increase" in compensation under the provisions of this Memorandum relating to periodic within-grade salary advancements.

Bureaus are authorized to make additional within-grade compensation advancements but not in excess of one step within each of the time periods specified in the preceding provisions governing periodic within-grade salary advancements in accordance with standards to be prescribed for the purpose by the Director of Personnel.

Secretary

Req. 4005

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

FILED
JUL 11 1946
PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

July 1, 1946

MEMORANDUM NO. 1107, REVISED

## Department of Agriculture Schedule for Certain Positions Not Required to be Classified Pursuant to the Classification Act of 1923, As Amended

In this memorandum, the formula for increasing Classification Act pay rates contained in the Federal Employees Pay Act of 1946 is applied to positions in DA grades. Subject to qualifications hereafter stated, existing rates of pay for positions in these grades shall be increased by 14% or $250 per annum, whichever is greater, except where $250 would increase an existing rate more than 25%. In such cases the existing rate shall be increased by a flat 25%.

The salary schedule in Memorandum No. 1107, dated July 2, 1945, is hereby amended as follows:

| Grade | Salary Steps Within Grade |
|---|---|
| DA-1 | $1,170, 1,258 |
| DA-2 | 1,402, 1,474, 1,546 |
| DA-3 | 1,618, 1,690 |
| DA-4 | 1,756 |
| DA-5 | 1,822, 1,888 |
| DA-6 | 1,888, 1,954 |
| DA-7 | 1,954, 2,020 |
| DA-8 | 2,093.04, 2,168.28 |
| DA-9 | 2,168.28, 2,243.52 |
| DA-10 | 2,318.76, 2,394 |
| DA-11 | 2,394 |
| DA-12 | 2,544.48, 2,619.72, 2,644.80 |
| DA-13 | 2,770.20, 2,895.60, 3,021 |
| DA-14 | 3,146.40, 3,271.80, 3,397.20 |
| DA-15 | 3,522.60, 3,648.00, 3,773.40 |
| DA-16 | 3,898.80, 4,024.20, 4,149.60 |

ACCOUNTING 6

| | | | | | |
|---|---|---|---|---|---|
| DA-17 | $4,149.60, | 4,275.00, | 4,400.40, | 4,525.80, | 4,651.20 |
| DA-18 | 4,525.80, | 4,651.20, | 4,776.60, | 4,902.00, | 5,027.40, 5,152.80 |
| DA-19 | 4,902.00, | 5,152.80, | 5,403.60, | 5,654.40, | 5,779.80 |
| DA-20 | 5,905.20, | 6,144.60, | 6,384.00, | 6,623.40 | |
| DA-21 | 7,102.20, | 7,341.60, | 7,581.00, | 7,820.40, | 8,059.80 |
| DA-22 | 7,341.60, | 7,640.85, | 7,940.10, | 8,239.35, | 8,538.60 |
| DA-23 | 8,179.50, | 8,478.75, | 8,778.00, | 9,077.25, | 9,376.50 |
| DA-24 | 8,778.00, | 9,077.25, | 9,376.50, | 9,675.75, | 9,975.00 |
| DA-25 | 9,376.50, | 9,675.75, | 9,975.00, | 10,000.00 | |
| DA-26 | 9,975.00, | 10,000.00 | | | |
| DA-27 | 10,000.00 | | | | |
| DA-28 | 10,000.00 | | | | |
| DA-29 | 10,000.00 | | | | |

No employee under the revised salary schedule contained in this memorandum shall be paid, with respect to any pay period, at a basic rate in excess of $10,000 per annum, except that any employee receiving compensation in excess of $10,000 per annum under Section 603 (b) of the Federal Employees Pay Act of 1945, or other specific authority, may continue to receive such compensation in excess of $10,000 under the provisions of Section 603 (b) of the 1945 act, as amended, or other specific authority.

Except as stated in the following sentences, all new appointments to positions in DA grades shall be made at the minimum rate of the grade. Subject to the approval of the Director of Personnel, a rate higher than the minimum of the grade may be fixed as the minimum rate for positions in a given class where this is deemed warranted on the basis of a comparison of the duties and responsibilities of the positions with those of other classes and is in the interests of good administration. Such higher rate shall be one of the pay rates, but not in excess of the middle rate, of the appropriate grade.

Employees in DA grades shall be granted regular periodic pay increases and rewards for superior accomplishment in accordance with the provisions of Personnel Circular No. 116. The increase in existing rates of basic compensation provided by this memorandum shall not be construed to be an "equivalent increase in compensation" under the provisions of PC 116.

The salary adjustments described herein are authorized subject to the availability of funds for the purpose, and shall not be used as the basis for incurring a deficiency. In other words, all such salary adjustments shall be absorbed within existing appropriations or other funds and shall not become, either wholly or in part, elements in supplemental fund requests for the fiscal year 1947. If it should develop in any instance

that the adjustments cannot be made within the total of the existing funds available for the salaries involved, such adjustments shall be deferred in individual cases until funds become available for the purpose. In apportioning funds for 1947, these salary adjustments shall not constitute an element of expense necessitating over-apportionments in the earlier quarters of the year to be supplemented in the latter quarters; rather, where such salary adjustments are involved, funds must be apportioned on a basis to cover adequately payment during the entire year.

Employees whose rates of pay are determined under neither the DA schedule nor by wage boards or other administrative authority in accordance with prevailing rates may have their pay rates increased in keeping with the salary increases provided by the Federal Employees Pay Act of 1946. Such increases shall be subject, however, to the same conditions and qualifications as are herein stated with respect to the availability of funds.

This memorandum shall take effect on July 1, 1946.

Secretary's Memorandum No. 1107, dated July 2, 1945, and Supplement No. 1, dated July 19, 1945, are hereby canceled.

Secretary

that the adjustments cannot be made within the total of the existing funds available for the salaries involved, such adjustments shall be deferred in individual cases until funds become available for the purpose. In apportioning funds for 1947, these salary adjustments shall not constitute an element of expense necessitating over-apportionments in the earlier quarters of the year to be supplemented in the latter quarters; rather, where such salary adjustments are involved, funds must be apportioned on a basis to cover adequately payment during the entire year.

Employees whose rates of pay are determined under neither the DA schedule nor by wage boards or other administrative authority in accordance with prevailing rates may have their pay rates increased in keeping with the salary increases provided by the Federal Employees Pay Act of 1946. Such increases shall be subject, however, to the same conditions and qualifications as are herein stated with respect to the availability of funds.

This memorandum shall take effect on July 1, 1946.

Secretary's Memorandum No. 1107, dated July 2, 1945, and Supplement No. 1, dated July 19, 1945, are hereby canceled.

Secretary

Req. 3530

DEPARTMENT OF AGRICULTURE

WASHINGTON

July 19, 1945

MEMORANDUM NO. 1107, SUPPLEMENT 1

Adjustment of Executive Order Grades Pursuant to Memorandum No. 1107

Secretary's Memorandum No. 1107 was issued on July 2, 1945 following a canvass which indicated that bureaus and agencies of the Department with employees in Executive Order grades would not require additional appropriations for the purpose of making salary adjustments of employees paid under these grades; in other words, that all such salary adjustments would be absorbed within the existing appropriations and would not become, either wholly or in part, elements in supplemental fund requests for the fiscal year 1946. Under date of July 13, Bulletin No. 1945-46:2 (copy attached) was received from the Budget Bureau. The content of that bulletin indicates the importance of strict adherence to the basis, as outlined above, on which Secretary's Memorandum No. 1107 was originally issued. If it should develop that salaries for Executive Order grades cannot be adjusted in any instance within the total of the existing funds available for the salaries involved, such adjustments should be deferred in individual cases until funds become available for the purpose.

In apportioning funds for 1946, salary adjustments under Secretary's Memorandum No. 1107 will not constitute an element of expense necessitating over apportionments in the earlier quarters of the year to be supplemented in the latter quarters; rather, where salary adjustments are made of employees in the Executive Order grades, funds will have to be apportioned on a basis sufficient to cover payment during the entire year.

The purpose of this memorandum is to affirm the basis on which Secretary's Memorandum No. 1107 was issued, namely, that salary adjustments thereunder are subject to the availability of funds for the purpose.

Secretary

Attachment

ACCOUNTING 6

Req. 3512

FILED

DEPARTMENT OF AGRICULTURE

WASHINGTON

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

July 5, 1945

MEMORANDUM NO. 1108

National Farm Safety Week

The week of July 22 - 28 has been proclaimed by the President as National Farm Safety Week, and he has called upon all persons and organizations concerned with agriculture and farm life to undertake a campaign to eliminate accident hazards on the farm. In particular, he urges all farm people to make a safety check in their homes and on their farms during National Farm Safety Week. A copy of the President's Proclamation is printed on the reverse side.

In this campaign we must always keep in mind two basic facts. The first is that farming is one of the most dangerous of all occupations. The second is that accidents can be prevented by intelligent foresight and action. During the War the danger of accidents has increased, due to the pressure under which farmers have been working, the use of old machinery, and the increased employment of boys and girls, elderly persons, and inexperienced workers. It is of the utmost importance that accidents and the hardship and suffering they cause be prevented at all times, but it is especially important now, because of the increased danger and because of the great need for all-out food production, that every effort be made to reduce farm accidents.

All agencies of the Department are asked to take all possible steps to aid in this campaign and to cooperate with the National Safety Council in promoting safety on the farm, not only during this week but throughout the year. Few things are more gratifying than to see the sharp decrease in accidental deaths and injuries which always results from a vigorous and well-planned safety campaign, and we must not be satisfied until we have done our utmost to reduce the present unnecessarily heavy toll.

The Department Safety Council will provide technical assistance in the campaign and will help to correlate the programs of the agencies of the Department.

Clinton P. Anderson

Secretary

Safety.

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 8, 1942

MEMORANDUM NO. 1108

## National Farm Safety Week

The week of July 22 - 28 has been proclaimed by the President as National Farm Safety Week, and he has called upon all persons and organizations concerned with agriculture and farm life to undertake a campaign to eliminate accidents hazards on the farm. In particular, he urges all farm people to make a safety check in their homes and on their farms during National Farm Safety Week. A copy of the President's proclamation is printed on the reverse side.

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The Department Safety Council will provide technical assistance in the campaign and will help to correlate the programs of the agencies of the Department.

Secretary

Req. 3526

FILED

DEPARTMENT OF AGRICULTURE

WASHINGTON

PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

July 13, 1945

MEMORANDUM NO. 1109

Forms, Stationery and Other Printed and Processed Paper Stocks of the War Food Administration

Numerous questions have been raised concerning the utilization of existing stocks of printed and processed matter which contain the titles "War Food Administration" or "War Food Administrator."

It is the policy of the Department to utilize such stocks, and to do so wherever practicable without change of title to "Department of Agriculture," or "Secretary." When either of these changes is necessary, it should be made by the least costly method consistent with the manner in which articles are used, the number on hand, their location, and the available facilities for making the changes.

More specifically, this policy is outlined as follows:

1. Matter intended for use within the Department. Stationery, memorandum and blank forms, and working sheets intended for use within the Department and not for transmittal to ~~or from~~ any other department or agency, or the public, do not require change.

2. Matter intended for use outside the Department. Stocks intended for use outside the Department may be considered in three groups. The first, consisting of letterheads, envelopes and similar matter, is particularly subject to public view. Necessary current supplies of letterheads with the proper heading should be obtained at once. As soon as they are available, bureaus should arrange for use within the Department, or other appropriate salvage, of the superseded stocks. Interim adjustments should be affected by changing old stocks, as used, pending the receipt of new stocks. Because of the shortage of envelopes and the length of time necessary to obtain deliveries, present stocks of envelopes should be used, with the necessary changes in title.

   The second group, consisting of matter such as forms of contract or agreement affecting the Department and any agent or person outside the Department, should be adjusted on an individual basis. Special attention should be given to the legal aspects of each specific form.

   The third group, public data and other forms having general program application and which provide for contact with the public, should be adjusted at the discretion of the bureau, but in accordance with the general

Paper.

DEPARTMENT OF AGRICULTURE

WASHINGTON

July 15, 1942

MEMORANDUM NO. 1109

Forms, Stationery and Other Printed and
Processed Paper Stocks of the War Food Administration

Numerous questions have been raised concerning the utilization of existing stocks of printed and processed matter which contain the title "War Food Administration" or "War Food Administrator."

It is the policy of the Department to utilize such stocks, and to do so wherever practicable without change of title to "Department of Agriculture," or "Secretary." When either of these changes is necessary, it should be made by the least costly method consistent with the manner in which articles are used, the number on hand, their location, and the available facilities for making the change.

More specifically, this policy is outlined as follows:

1. Matter intended for use within the Department. Stationery, memorandum and blank forms, and certain stocks intended for use within the Department and not for transmittal to ~~persons~~ any other department or agency, or the public, do not require change.

2. Matter intended for use outside the Department. Stocks intended for use outside the Department may be considered in three groups. The first, consisting of letterheads, envelopes and similar matter, is particularly subject to public view. Necessary current supplies of letterheads with the proper heading should be obtained at once. As soon as they are available, bureaus should arrange for use within the Department, or other appropriate salvage, of the superseded stocks. Interim adjustments should be effected by changing old stocks, as used, pending the receipt of new stocks. Because of the shortage of envelopes, the length of time necessary to obtain deliveries, present stocks of envelopes should be used, with the necessary changes in title.

The second group, consisting of matter such as forms of contract or agreement affecting the Department and any agent or person outside the Department, should be adjusted on an individual basis. Special attention should be given to the legal aspects of each specific form.

The third group, public data and other forms having general program application and which provide for contact with the public, should be adjusted at the discretion of the bureau, but in accordance with the general

policies outlined herein.

When changes in title are deemed necessary they should be made by using the most directly effective and economical method.

a. Changes made by rubber stamps, stickers, typewriter, and by hand, should be considered the least costly and most directly effective method of making adjustments at the operating points, particularly when stocks are low or are in greatest part now distributed throughout the field.

b. Overprinting or processing individual sheets or envelopes, unless other changes thereon are combined with the adjustment to change the titles, shall be considered the least economical method and shall be avoided whenever possible.

c. In some cases, small flyers might be inserted with bulk shipments of matter being distributed, instructing the receiver whether or not to change the titles and suggesting ways of making the change.

In order that there will be no waste as a result of the way the Department handles this matter, the bureaus should consider very carefully the disposition of each stock item that bears the old titles. Experience indicates that the views of persons at the operating level ~~can be of service~~ are of value in matters of this kind. Likewise, those concerned with management services, including the bureaus' representatives on the U.S.D.A. Forms Management Panel, can be helpful in developing a coordinated program for the economical use of War Food Administration stationery and forms.

The Offices of Information and Plant and Operations have been asked to give particular attention to the policies described herein by aiding the bureaus in solving their problems on specific cases, and by examining wherever practicable the way in which the bureaus carry out these policies. The two offices either together or separately shall take such action as is deemed necessary whenever in their judgment the policies are not being followed, or when situations arise which make it impracticable to adhere to the policies.

Secretary

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Secretary

Req. 3527

DEPARTMENT OF AGRICULTURE

WASHINGTON

July 14, 1945

SECRETARY'S MEMORANDUM NO. 1110

Use of Official Vehicles

The Independent Offices Appropriation Act, 1946, Public Law 49, 79th Congress, approved May 3, 1945, provides that -

> "Any officer or employee of the Government who uses or authorizes the use of any Government-owned motor-propelled passenger-carrying vehicle, or of any motor-propelled passenger-carrying vehicle leased by the Government, for other than official purposes . . . . . shall be summarily removed from office by the head of the department or establishment concerned." The act further provides that "'official purposes' shall not include the transportation of officers and employees between their domiciles and places of employment, except . . . . . in cases of officers and employees engaged in field work the character of whose duties makes such transportation necessary and then only as tosuch latter cases when the same is approved by the head of the department or establishment concerned." (see also Department Regulation 1831).

All officers and employees of the Department shall be governed strictly by the provisions of this statute. In addition, it is the duty of all administrative and supervisory officials to see that the requirements of the penalty provisions of the law are understood by all employees whose official duties involve the use, or the authorizing of the use, of motor vehicles.

In order that employees may be fully aware of this law, all official motor vehicles of the Department shall carry the following notice posted on the dashboard or in some other conspicuous place on the vehicle visible to the operator and occupants of such vehicle:

> "Any officer or employee of the Government who uses or authorizes the use of any Government-owned motor-propelled passenger-carrying vehicle, or of any motor-propelled passenger-carrying vehicle leased by the Government, for other than official purposes . . . . . shall be summarily removed from office by the head of the department or establishment concerned . . . . ." (Public Law 49 - 79th Congress).

VEHICLES

DEPARTMENT OF AGRICULTURE

WASHINGTON

There has been prepared and will be in stock in the Central Supply Division of the Office of Plant and Operations, decalcomanias (AD-185), on which the above notice is printed. The decalcomanias will fit the dashboard of most vehicles now in use. In placing these decalcomanias in any other location in the vehicle, due consideration shall be given to all State laws regarding possible obstruction to vision in the operation of the vehicle. Although this Federal law is applicable to passenger-carrying vehicles only, it is requested that these decalcomanias be placed on all official motor vehicles in order that there may be no misunderstanding as to the use of any such vehicle of the Department of Agriculture. Decalcomanias shall be placed on all motor vehicles leased for periods exceeding six months.

Orders for the decalcomanias should be placed at once as all official vehicles should have the decalcomanias affixed therein not later than August 31, 1945.

Secretary

Req. 3528

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 16, 1945

MEMORANDUM NO. 1111

Central Collection of Information Concerning Government-Owned Motor Vehicles

Bureau of the Budget Circular A-30, Revised, dated June 13, 1945, pertaining to the collection of information concerning Government-owned motor vehicles, is transmitted herewith for the information of all departmental bureaus and offices. The provisions of this circular are self-explanatory and it is directed that all agencies having custody of motor vehicles be governed accordingly.

In reference to item 3 on Form A-30, United States Government tag numbers will be used in reporting all departmental vehicles.

"Annual Report of Motor Vehicles" forms will be completed as soon as possible after the close of each fiscal year, but not later than August 10, and forwarded through appropriate administrative channels to the Chief, Office of Plant and Operations, for transmission to the Public Roads Administration.

The Chief, Office of Plant and Operations, will secure the necessary forms from the Public Roads Administration and distribute them to the administrations, bureaus, and offices.

Any instructions which may be issued by the Director of Finance under Regulation 1837 with respect to recording and reporting the cost of operation of motor vehicles will be coordinated with the requirements of Bureau of the Budget Circular A-30, Revised, in order to avoid duplication of records.

General Departmental Circular No. 43 of June 21, 1944, is hereby canceled.

Secretary

Attachment

VEHICLES

Req. 3524

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

FILED
PLEASE RETURN TO
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U.S.D.A.

July 18, 1945

MEMORANDUM NO. 1112

Designation of Administrative or Supervisory Employees of the Department to Administer Oaths of Office or Other Oaths Required in Connection With Employment in the Federal Government

Section 206 of the Independent Offices Appropriation Act of June 26, 1943, (Public Law 90 - 78th Congress) reads:

> "Hereafter any officer or employee of any of the executive departments or independent establishments, including any agency the majority of the stock of which is owned by the Government of the United States, designated in writing by the head thereof for such purposes, is hereby authorized to administer the oath required by Section 1757, Revised Statutes, as amended (5 U.S.C. 16), incident to entrance into the executive branch of the Federal Government, or any other oath required by law in connection with employment therein, such oath to be administered without charge or fee and to have the same force and effect as oaths administered by officers having seals."

Bureaus shall recommend specific positions, by title, the incumbents of which shall be authorized to administer the oaths referred to in Section 206, quoted above. Recommendations shall be in memorandum form, in triplicate; shall be addressed to the Director of Personnel; shall indicate the payroll title of the position rather than the name of the individual; and shall state whether the designation is for the departmental service or for the field service.

If the recommendation is approved, one carbon copy, signed by the Secretary will be returned to the bureau.

This Memorandum will be effective August 1, 1945, at which time General Departmental Circular No. 6, dated August 24, 1943, and supplements thereto are automatically canceled. Bureaus are requested to review existing designations and to submit, prior to August 1, up-to-date recommendations for designations.

Secretary

Oaths

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

DEPARTMENT OF AGRICULTURE

WASHINGTON

July 19, 1945

MEMORANDUM NO. 1113

Board of Review on Efficiency Ratings
Designation of Members and General Department Representative

Pursuant to Section 9 of the Classification Act as amended, the following members are hereby designated to hear efficiency rating appeals under the regulations and instructions promulgated by the Civil Service Commission in Departmental Circular No. 265 (Revised).

Miss Evelyn A. Croswell, Chairman - Civil Service Commission

Charles A. Locke, Department Member - Assistant to the Director, Office of Personnel
Henry A. Donovan, Alternate Department Member - Assistant Chief, Bureau of Agricultural and Industrial Chemistry

Richard A. Hollis, Employee Member - Chief, Personnel and Administrative Services, Office of Information
Tyler F. Haygood, Alternate Employee Member - Senior Agricultural Economist, Bureau of Agricultural Economics

The above designations will expire June 30, 1946.

Mr. Henry F. Shepherd, Chief, Division of Personnel Relations and Safety, Office of Personnel, will continue to serve as General Department Representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board.

Mr. Harry W. Jarrett, Head, Personnel Relations Section, will serve as Alternate to Mr. Shepherd.

General Departmental Circular No. 5, and all Supplements thereto, are hereby rescinded.

Secretary

PERSONNEL 9-2

Req. 3620

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED

PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

February 11, 1946

MEMORANDUM NO. 1113, SUPPLEMENT 1

Board of Review on Efficiency Ratings
Designation of General Department Representative

Mr. Carl B. Herrick, who is returning from military furlough to his position as Chief, Division of Personnel Relations and Safety, Office of Personnel, will replace Mr. Henry F. Shepherd as General Department Representative to receive communications from the Board of Review on Efficiency Ratings and to represent the Department in proceedings before the Board.

Mr. Joseph B. Ragan, who has returned from military furlough to his position as Head, Personnel Relations Section, will serve as alternate to Mr. Herrick, replacing Mr. Harry W. Jarrett.

These changes are effective immediately.

Secretary

PERSONNEL 9-2

FILED
AUG 16 1946
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U. S. D. A. 1

Req. 3521

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 13, 1946

MEMORANDUM NO. 1113, REVISION 1

**Board of Review on Efficiency Ratings**
**Designation of Members and General Department Representative**

Pursuant to Section 9 of the Classification Act as amended, the following members are hereby designated to hear efficiency rating appeals under the regulations and instructions promulgated by the Civil Service Commission in Departmental Circular No. 265 (Revised).

Mr. Charles Scanlan, Chairman - Civil Service Commission.

Mr. Roger C. Power, Alternate Chairman - Civil Service Commission.

Mr. Henry A. Donovan, Department Member - Assistant Chief, Bureau of Agricultural and Industrial Chemistry.

Mr. Daniel A. Currie, First Alternate Department Member - Organization and Management Analyst, Division of Organization and Personnel Management, Office of Personnel.

Mr. A. B. Elliott, Second Alternate Department Member - Chief, Employee Relations Section, Farm Security Administration.

Mr. Rex W. Van Atta, Employee Member - Administrative Assistant, Budgetary Reporting and Statistics Section, Division of Estimates and Allotments, Office of Budget and Finance.

Mr. James E. Horton, First Alternate Employee Member - Attorney, Marketing and Distribution Division, Office of the Solicitor.

Mr. Richard A. Hollis, Second Alternate Employee Member - Chief, Personnel and Administrative Services, Office of Information.

The above designations will expire June 30, 1947.

Mr. Joseph B. Ragan, Administrative Officer, Chief, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as General Department Representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board.

Miss Lois E. Monie, Employee Counselor, Assistant to Chief, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as Alternate to Mr. Ragan.

Secretary's Memorandum NO. 1113 is hereby rescinded.

Clinton P. Anderson

Secretary

PERSONNEL 9-2

August 13, 1946

MEMORANDUM NO. 1113, REVISION 1

Board of Review on Efficiency Ratings
Designation of Members and General Department Representative

Pursuant to Section 9 of the Classification Act as amended, the following members are hereby designated to hear efficiency rating appeals under the regulations and instructions promulgated by the Civil Service Commission in Departmental Circular No. 265 (Revised).

Mr. Charles Scanlan, Chairman - Civil Service Commission.

Mr. Roger C. Power, Alternate Chairman - Civil Service Commission.

Mr. Henry A. Donovan, Department Member - Assistant Chief, Bureau of Agricultural and Industrial Chemistry.

Mr. Daniel A. Curtis, First Alternate Department Member - Organization and Management Analyst, Division of Organization and Personnel Management, Office of Personnel.

Mr. A. R. Elliott, Second Alternate Department Member - Chief, Employee Relations Section, Farm Security Administration.

Mr. Rex W. Van Atta, Employee Member - Administrative Assistant, Budgetary Reporting and Statistics Section, Division of Estimates and Allotments, Office of Budget and Finance.

Mr. James E. Horton, First Alternate Employee Member - Attorney, Marketing and Distribution Division, Office of the Solicitor.

Mr. Richard A. Hollis, Second Alternate Employee Member - Chief, Personnel and Administrative Services, Office of Information.

The above designations will expire June 30, 1947.

Mr. Joseph B. Regan, Administrative Officer, Chief, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as General Department Representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board.

Miss Lois E. Monie, Employee Counselor, Assistant to Chief, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as Alternate to Mr. Regan.

Secretary's Memorandum No. 1113 is hereby rescinded.

Secretary

Reg. 3502

DEPARTMENT OF AGRICULTURE

WASHINGTON

July 8, 1947.

MEMORANDUM NO. 1113, REVISION 2

Board of Review on Efficiency Ratings
Designation of Members and General Department Representative

In accordance with the procedural instructions relating to Boards of Review on Efficiency Ratings contained in Chapter E1 of the Federal Personnel Manual, issued by the Civil Service Commission pursuant to provisions of the Ramspeck Act of 1940 and Executive Order No. 9252, dated October 9, 1942, the following members are hereby designated to hear efficiency rating appeals:

Miss Martha G. Townsend, Chairman, Civil Service Commission.

Mr. Roger C. Power, Alternate Chairman, Civil Service Commission.

Mr. Strother B. Herrell, Department Member, Assistant Director of Personnel.

Mr. Earl E. Kriegesman, First Alternate Department Member, Organization and Methods Examiner, Division of Organization and Personnel Management, Office of Personnel.

Mr. Perkins Coville, Second Alternate Department Member, Chief, Welfare and Employee Relations Section, Division of Personnel Management, Forest Service.

Mr. John L. Shaffer, Employee Member, Program Manager, Shipping and Storage Branch, Production and Marketing Administration.

Mr. Clyde R. Johnson, First Alternate Employee Member, Assistant Chief, Personnel Division, Rural Electrification Administration.

Mr. James E. Horton, Second Alternate Employee Member, Attorney, Marketing and Distribution Division, Office of the Solicitor.

The above designations will expire June 30, 1948.

Mr. Joseph B. Ragan, Administrative Officer, Chief, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as General Department Representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board.

Miss Lois E. Monie, Employee Counselor, Assistant to Chief, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as Alternate General Department Representative.

Secretary's Memorandum No. 1113, Revision I, is hereby rescinded.

M. E. Dodd
Acting Secretary

PERSONNEL 9-2

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 8, 1942.

MEMORANDUM NO. 1113. REVISION 2

Board of Review on Efficiency Ratings
Designation of Members and General Department Representative

In accordance with the procedural instructions relating to Boards of Review on Efficiency Ratings contained in Chapter XI of the Federal Personnel Manual, issued by the Civil Service Commission pursuant to provisions of the Ramspeck Act of 1940 and Executive Order No. 9252, dated October 9, 1942, the following members are hereby designated to hear efficiency rating appeals:

Miss Martha G. Townsend, Chairman, Civil Service Commission.

Mr. Roger C. Power, Alternate Chairman, Civil Service Commission.

Mr. Stratton B. Harrell, Department Member, Assistant Director of Personnel.

Mr. Earl E. Kriegsman, First Alternate Department Member, Organization and Methods Examiner, Division of Organization and Personnel Management, Office of Personnel.

Mr. Perkins Oxville, Second Alternate Department Member, Chief, Welfare and Employee Relations Section, Division of Personnel Management, Forest Service.

Mr. John L. Shaffer, Employee Member, Program Manager, Shipping and Storage Branch, Production and Marketing Administration.

Mr. Clyde R. Johnson, First Alternate Employee Member, Assistant Chief, Personnel Division, Rural Electrification Administration.

Mr. James E. Horton, Second Alternate Employee Member, Attorney, Marketing and Distribution Division, Office of the Solicitor.

The above designations will expire June 30, 1943.

Mr. Joseph R. Regan, Administrative Officer, Chief, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as General Department Representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board.

Miss Lois E. Monie, Employee Counselor, Assistant to Chief, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as Alternate General Department Representative.

Secretary's Memorandum No. 1113, Revision 1, is hereby rescinded.

PERSONNEL 3-2

Reg. 3564

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 29, 1948.

FILED
OCT 5 1948
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U.S.D.A.

MEMORANDUM NO. 1113, Revision 3

Board of Review on Efficiency Ratings
Designation of Members and General Department Representative

In accordance with the procedural instructions relating to Boards of Review on Efficiency Ratings contained in Chapter E1 of the Federal Personnel Manual, issued by the Civil Service Commission pursuant to provisions of the Ramspeck Act of 1940 and Executive Order No. 9252, dated October 9, 1942, the following members are hereby designated to hear efficiency rating appeals:

Miss Evelyn A. Croswell, Chairman, Civil Service Commission.
Mr. Roger C. Power, Alternate Chairman, Civil Service Commission.
Mr. Oliver C. Murray, Alternate Chairman, Civil Service Commission.

Mr. William C. Laxton, Department Member, Chief, Division of Classification, Office of Personnel.
Mr. James A. Somerville, First Alternate Department Member, Chief Personnel Officer, Farmers Home Administration.
Mr. Eugene J. Peterson, Second Alternate Department Member, Assistant Chief, Personnel Management Division, Soil Conservation Service.

Mr. John L. Shaffer, Employee Member, Program Manager, Shipping and Storage Branch, Production and Marketing Administration.
Mr. Clyde R. Johnson, First Alternate Employee Member, Assistant Chief, Personnel Division, Rural Electrification Administration.
Mr. James E. Horton, Second Alternate Employee Member, Attorney, Marketing and Distribution Division, Office of the Solicitor.

The above designations will expire on June 30, 1949.

Mr. Joseph B. Ragan, Administrative Officer, Chief, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as General Department Representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board.

Mrs. Naomi R. West, Assistant Employee Relations Officer, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as Alternate General Department Representative.

Secretary's Memorandum No. 1113, Revision 2, is hereby rescinded.

Charles F. Brannan
Secretary

PERSONNEL 9-2

DEPARTMENT OF AGRICULTURE
WASHINGTON

DEPARTMENT NO. 1113, Revision 5

Board of Review on Efficiency Ratings
Designation of Members and Secretary Temporarily

In accordance with the procedural instructions relating to boards of review on efficiency ratings contained in Chapter III of the Federal Personnel Manual, issued by the Civil Service Commission pursuant to provisions of the Legislative Act of 1940 and Executive Order No. 9358, dated October 1, 1943, the following members are hereby designated to hear efficiency rating appeals:

Mr. Evelyn A. Cromwell, Chairman, Civil Service Coordinator.
Mr. Roger D. Howe, Alternate Chairman, Civil Service Coordinator.
Mr. Oliver G. Harvey, Alternate Chairman, Civil Service Coordinator.

Mr. William G. Lorton, Department Member, Chief, Division of Classification, Office of Personnel.
Mr. James A. Foscarillo, First Alternate Department Member, Chief Personnel Officer, Bureau of Home Administration.
Mr. Eugene C. Peterson, Second Alternate Department Member, Assistant Chief, Personnel Management Division, Soil Conservation Service.

Mr. John L. Chaffin, Employee Member, Program Manager, Editing and Storage Branch, Production and Marketing Administration.
Mr. Clyde T. Ellerson, First Alternate Employee Member, Assistant Chief, Consumer Division, Bureau of Agricultural Economics.
Mr. James E. Morton, Second Alternate Employee Member, Chief, Distribution and Warehousing Section, Division of Personnel Relations and Safety, Office of Personnel.

The above designations will expire on June 30, 1945.

Mr. Joseph S. Lagen, Administrative Officer, Chief, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as General Department Representative to receive communications from the Board of Review and to represent the Department in proceedings before the Board.

Mrs. Naomi R. West, Assistant Employee Relations Officer, Personnel Relations Section, Division of Personnel Relations and Safety, Office of Personnel, will serve as Alternate General Department Representative.

Secretary's Memorandum No. 1113, Revision 5, is hereby rescinded.

Secretary

Req. 3531

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U. S. D. A.

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 19, 1945

MEMORANDUM NO. 1114

## Discharge, Release, or Detail From Military Service

### Army

Officers. War Department regulations provide that when it can be definitely determined from documentary evidence that an officer can render more valuable service to the nation in a civilian capacity, he may apply for relief from active duty by including the following information with his application:

1. Name of agency or description of activity.
2. Title and complete description of the position to be filled.
3. His connection with the activity prior to service.
4. His qualifications for the position.
5. Letter from the agency substantiating the facts as given above.

Approval will be given by the War Department only when it is clearly established that release of the individual from active military service is essential to the requirements of national health, safety, or interest.

Enlisted Men. The War Department has granted authority to the Commanding Generals of Service Commands to order the discharge of enlisted men prior to expiration of their term of service. Commanders having discharge authority will prescribe that actual discharge will be effected by the organization Commander of the enlisted man concerned, except in cases of discharge for physical disability and those transferred to separation centers for discharge. An enlisted man may be discharged based upon his importance to national health, safety, or interest. In cases of this nature, the officer exercising discharge authority will, at his discretion, discharge or retain the enlisted man in the service after consideration of all available facts in the case.

### Navy

Officers. On February 7, 1945, the Secretary of the Navy advised the Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

PERSONNEL 15

of Agriculture that because the Navy Department has need for all of its specially trained personnel and more, it had established a definite rule that no releases or loans of Commissioned Officers to other governmental departments would be approved unless requested or assigned by the President.

Enlisted Men. We are not aware of any provision made for the discharge or release of enlisted men.

Policy of the Department of Agriculture

No official of this Department will initiate action either formally or informally with the War Department or Navy Department, or their representatives, with a view to securing the discharge, release, or detail of any officer or enlisted man for duty with the Department of Agriculture without first securing authority from the Secretary of Agriculture through the Director of Personnel who will advise the Secretary on the need for the release in each case. It will be only in unusual and outstanding cases that the Department will feel justified in initiating the discharge, release, or detail of a man from military service.

An enlisted man or commissioned officer of either the Army or Navy may desire to initiate action himself for discharge or release from military duty. In such cases, officials of any bureau in the Department to which he has reemployment rights or in which his employment is desired are authorized to furnish him a statement containing appropriate information comparable to that indicated in the first paragraph of this Memorandum, including a certification to the effect that he will be employed by the bureau, which he may attach to his application for discharge or release.

Secretary

Secretary

Req. 3533

FILED
PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 21, 1945

MEMORANDUM NO. 1115

## Allowances Payable to Department Employees Stationed in Foreign Countries

It is the purpose of this Memorandum to state the policy of the Department of Agriculture relating to payment of allowances to employees stationed in foreign countries. Additional instructions on this subject are to be found in Bureau of the Budget Circular No. A-8 of August 1, 1943, as amended, information regarding which will be made available to chiefs of administrations, bureaus, and offices of the Department by the Director of Finance.

### I. DEFINITIONS

As used throughout this Memorandum, the following terms have the meanings indicated.

1. Quarters in kind: Living quarters (including heat, fuel, and light) furnished to the employee at no cost to him in buildings owned or rented by the Government.

2. Quarters allowance: An allowance designed to compensate an employee for the cost of quarters (including heat, fuel, and light) where quarters in kind are not available.

3. Cost of living allowance: An allowance to an employee to enable him to meet higher cost of subsistence, services, commodities, and other living expenses except quarters (including heat, fuel, and light) occasioned by his being stationed at a foreign post at which the cost of living is proportionately so high that an extra allowance is necessary to enable the employee to carry on his work effectively.

4. Living and quarters allowance: An allowance to an employee to enable him to maintain an American standard of living by compensating him for extra or higher cost of quarters, subsistence, services, commodities, and other living expenses occasioned by his being stationed at a foreign post.

5. Foreign post: An official station located outside the continental limits of the United States, Alaska, Hawaii, Puerto Rico, Virgin Islands, and Panama Canal Zone.

6. Duration of the war: Duration of the present war and six months thereafter.

ACCOUNTING 4

MEMORANDUM NO. 1118

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4. Living and quarters allowance: An allowance to an employee to enable him to maintain an American standard of living by compensating him for extra or higher cost of quarters, subsistence, services, commodities, and other living expenses occasioned by his being stationed at a foreign post.

5. Foreign post: An official station located outside the continental limits of the United States, Alaska, Hawaii, Puerto Rico, Virgin Islands, and Panama Canal Zone.

6. Duration of the war: Duration of the present war and six months thereafter.

7. Temporary assignment: An assignment at a foreign post for (a) a definite period of one year or less or (b) for the duration of the war when the bureau deems such classification justifiable in an individual case.

8. Permanent assignment: All assignments at foreign posts other than temporary assignments.

## II. GENERAL

1. Availability of Funds: Appropriations of the Department available for expenses of travel are also available for the payment of quarters allowance and cost of living allowance, or living and quarters allowance. 1/ Subject to the availability of funds, salary differentials may be paid in accordance with Secretary's Memorandum No. 1064, dated January 16, 1943 and Supplement 1 thereto dated March 20, 1943 and this Memorandum.

2. Authorization of Allowances: All allowances provided for in this Memorandum must be authorized ~~in advance~~ by the Secretary in advance of payment.

3. Maximum Allowances Payable: In no case shall an allowance be paid in excess of the appropriate maximum established in Budget Bureau Circular No. A-8, as amended.

## III. ALLOWANCES PAYABLE

1. Allowances Payable to Employees Holding Permanent Assignments (not applicable to employees who are not citizens of the United States except in the case of salary differentials): Subject to the provisions set forth in Parts I and III of Budget Bureau Circular No. A-8, as amended, employees shall be allowed:

a. either (1) quarters in kind where quarters are available, or (2) a quarters allowance where quarters in kind are not available (either because the head of the Department or establishment having control over the Government-owned or rented buildings at the station has determined as a fact that living quarters are not available therein, or because there are no such buildings at the station); and

b. either (1) a cost of living allowance, or (2) a salary differential of up to 25% of the employee's basic salary. Such salary differential may be allowed only where no cost of living allowance has been established in Part III of Budget Bureau Circular No. A-8, as amended, for the foreign post involved.

c. Whenever it is administratively determined that an employee permanently assigned to a foreign post is to receive a quarters allowance in lieu of quarters in kind, such employee, during the first year of the assignment, shall be granted

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1/ Public Law 49 (79th Congress), approved 5/3/45. This authority is limited to the fiscal year 1946. If further authority is granted by Congress, the policy and procedure stated in this Memorandum shall continue in effect.

7. Temporary assignment: An assignment at a foreign post for (a) a definite period of one year or less or (b) for the duration of the war when the bureau deems such classification justifiable in an individual case.

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1/ Public Law 149 (78th Congress), approved 5/31/43. This authority is limited to the fiscal year 1944. It further authority is granted by Congress, the policy and procedure stated in this Memorandum shall continue in effect.

from 75 to 100 percent of the maximum quarters allowance prescribed in Part I of Budget Circular No. A-8, dated August 1, 1943, as amended, such determination within these limits to be established administratively by the bureau. After the first year of a permanent assignment at a foreign post, allowances shall be based on a certification (Form AD-164) by the employee of his contemplated actual expenses (based on actual expenses for previous year or on the basis of signed contracts and other similar obligations definitely contemplated for the succeeding year); provided that such allowances shall not exceed the percentage maximum established by the bureau (i.e., between 75 and 100 percent of the maximum quarters allowance) for its employees at such foreign post.

2. Allowances Payable to Employees Holding Temporary Assignments (not applicable to nationals of the country in which the foreign duty station is located): Subject to the provisions set forth in Part II of Budget Bureau Circular No. A-8, as amended, employees shall be provided with a living and quarters allowance.

a. If quarters in kind (including heat, fuel, light, and power) are provided, employees shall receive only 60 percent of the appropriate living and quarters allowance.

b. If quarters without heat, fuel, light, and power are provided, employees shall receive 75 percent of the appropriate living and quarters allowance.

3. Transportation and Subsistence of Dependents: Except when specifically provided by law the expenses of transportation and subsistence of dependents accompanying an official of the Department going to and returning from a foreign duty post will not be allowed.

4. Transportation of Household Goods: The Department will not pay for the transportation of an employee's household goods and personal effects in the case of an assignment which is not expected to exceed one year.

## IV. PROCEDURE FOR THE ESTABLISHMENT OF ALLOWANCES

1. Chiefs of administrations, bureaus, and offices having employees in foreign duty service shall recommend to the Secretary appropriate allowances for their employees within the maxima indicated in Budget Bureau regulations, as amended, and, where applicable, salary differentials. All factors which bear upon a fair and equitable allowance or salary differentials, from both the point of view of the employee concerned and of the needs of the Department, shall be taken into consideration.

2. All problems relating to the classification of foreign posts not included in Budget Bureau regulations, as amended, shall be referred to the Director of the Office of Foreign Agricultural Relations for determination and classification by the State Department.

from 75 to 100 percent of the maximum quarters allowance prescribed in Part I of Budget Circular No. A-8, dated August 1, 1935, as amended, such determination within these limits to be established administratively by the bureau.

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2. All problems relating to the classification of foreign posts not included in Budget Bureau regulations, as amended, shall be referred to the Director of Offices of Foreign Agricultural Relations for determination and classification by the State Department.

3. Schedules of proposed allowances shall be transmitted to the Director of the Office of Foreign Agricultural Relations, the Director of Personnel, and the Director of Finance for review and concurrence prior to the approval of the Secretary.

4. All salary differentials for employees holding permanent assignments to foreign posts for which no cost of living allowances have been established in Part III of Budget Bureau Circular No. A-8, as amended, shall be submitted to the Director of Personnel for prior approval.

This Memorandum supersedes General Departmental Circular No. 24. The major changes are (1) the definition of temporary assignment contained in paragraph 7 under Section I and (2) the addition of paragraph 1 c. under Section III.

Secretary

4 - Memorandum No. _____

3. Schedules of proposed allowances shall be transmitted to the Director of the Office of Foreign Agricultural Relations, the Director of Personnel, and the Director of Finance for review and concurrence prior to the approval of the Secretary.

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This Memorandum supersedes General Departmental Circular No. 24. The major changes are (1) the definition of temporary assignment contained in paragraph 7 under Section I and (2) the addition of paragraph 1 c. under Section III.

Secretary

Req. 3537

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 26, 1945

MEMORANDUM NO. 1116

Transfer of Delmo Labor Homes to Farm Security Administration

The transfer from the Office of Labor to the Farm Security Administration of responsibility for the management, operation, and maintenance of Delmo Labor Homes pursuant to War Food Administrator's Memorandum No. 51 dated January 17, 1945 is hereby declared to have been effective as of February 1, 1945.

Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

ORGANIZATION 1 (FSA)

Beq. 3539

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

July 31, 1945

MEMORANDUM NO. 1117

Limitation of Travel

Attached is a copy of a letter dated July 10, 1945, from the Director of the Office of Defense Transportation, regarding military needs for transportation and reduction of facilities available for civilian travel. As Colonel Johnson points out, we have come to a very critical point with respect to transportation facilities, and it is not going to be possible for everyone who wants to travel to do so.

In view of the seriousness of the situation, I should like to ask all agencies and employees of the Department to cooperate by reducing both official and personal travel to a minimum. Meetings involving travel should be canceled or postponed unless absolutely essential. A great deal of business which in ordinary circumstances would warrant travel will have to be transacted by mail.

General Departmental Circular No. 7, Revision 1, dated January 23, 1945, and Supplement 1, dated June 12, 1945, are continued.

Secretary

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

TRAVEL

Limitation of Travel

# U. S. DEPARTMENT OF AGRICULTURE

**SECRETARY**

Departmental Staff Offices

Federal Crop Insurance Corporation
Board of Directors

Commodity Credit Corporation
Board of Directors

OTHER AGENCIES OF THE DEPARTMENT OF AGRICULTURE

PRODUCTION AND MARKETING ADMINISTRATION

Administrator
(also President, Commodity Credit Corporation)
Deputy Administrator
(also a Vice President, Commodity Credit Corporation)
Assistant Administrators, including an Assistant Administrator for fiscal and administrative control (also a Vice President, Commodity Credit Corporation)

STAFF

Staff assistance, such as goals, requirements, allocations, information, price, procurement, sales, surplus disposal, and transportation.

OTHER AGENCIES OF THE DEPARTMENT OF AGRICULTURE

GENERAL RESPONSIBILITIES OF ALL COMMODITY BRANCHES: Each Branch shall, with respect to the commodities over which it has jurisdiction, be generally responsible for: (1) production, adjustment, loan, purchase, subsidy, diversion, export, import, price support, marketing quota, processing, distribution, sale, and surplus disposal programs and, as assigned by the Administrator, shipping and storage of commodity stocks; (2) supply estimates and allocation recommendations; (3) recommendations with respect to time, extent, and conditions of rationing; (4) recommendation of action with respect to maximum price regulations; (5) programs to effect economies and improvements in processing and marketing of food and farm products; (6) working with advisory committees; (7) War Food Orders; (8) cooperating with industry and other agencies of the Department in developing new and substitute products and processes and new uses; (9) assistance in handling materials and equipment priority applications; (10) assistance in labor supply and utilization in commodity processing and distribution industries; (11) market news services; (12) standards, inspection, and grading; (13) developing program information; and (14) agricultural marketing agreement and order programs.

| LIVESTOCK BRANCH | DAIRY BRANCH | POULTRY BRANCH | FATS AND OILS BRANCH | FRUIT AND VEGETABLE BRANCH | SUGAR BRANCH | COTTON BRANCH | GRAIN BRANCH | TOBACCO BRANCH | SPECIAL COMMODITIES BRANCH |
|---|---|---|---|---|---|---|---|---|---|
| Administers the Packers and Stockyards Act, the Insecticide Act of 1910, the Wool Standards Act, and the Meat Inspection Act. | | | | Administers the Standard Container Acts of 1916 and 1928, the Produce Agency Act, the Perishable Agricultural Commodities Act, and the Export Apple and Pear Act. | Administers the Sugar Act of 1937. | Administers Cotton Classification, Statistics, Standards, and Futures Acts. | Administers the U. S. Grain Standards and the Federal Seed Acts. | Administers the Tobacco Compact Act, the Tobacco Inspection Act, the Tobacco Stocks and Standards Act, and the Tobacco Seed and Plant Exportation Acts. | Buys and sells and performs additional services for the other commodity divisions when authorized to do so by the Administrator. Administers the Naval Stores Act. |
| (Livestock and Meats Branch, CMS<br>Wool Section, General Crops Division, OBC<br>OS functions re livestock, lard, meats, and wool) | (Dairy functions of:<br>Dairy and Poultry Branch, CMS and of OS) | (Poultry functions of:<br>Dairy and Poultry Branch, CMS and of OS) | (Fats and Oils Branch, CMS<br>Oilseeds Division, OBC<br>OS functions re fats, oils, and oilseeds<br>CMS and AAA functions re peanuts) | (Fruit and Vegetable Branch, CMS<br>OS functions re fruit and vegetables) | (Sugar Branch, CMS<br>Sugar Division, OBC<br>OS sugar functions) | (Cotton and Fiber Branch, CMS, except naval stores<br>Cotton Division, OBC<br>OBC functions re hemp and flax fiber<br>OS functions re cotton and fiber) | (Grain Products Branch, CMS<br>Grain Division, OBC<br>Rice Section, General Crops Division, OBC<br>Feed Management Division, AAA<br>OS functions re grain, grain products, hay, dry beans, dry peas and seeds) | (Tobacco Branch, CMS<br>Tobacco Section, General Crops Division, OBC<br>OS functions re tobacco) | (Special Commodities Branch, CMS<br>Naval stores functions, Cotton and Fiber Branch, CMS<br>Miscellaneous Commodities Section, General Crops Division, OBC<br>OS functions re commodities not assigned to any other commodity division) |

| FIELD SERVICE BRANCH | FOOD DISTRIBUTION PROGRAMS BRANCH | MATERIALS AND EQUIPMENT BRANCH | MARKETING FACILITIES BRANCH | LABOR BRANCH | SHIPPING AND STORAGE BRANCH | COMPLIANCE AND INVESTIGATIONS BRANCH | FISCAL BRANCH | BUDGET AND MANAGEMENT BRANCH |
|---|---|---|---|---|---|---|---|---|
| 1. Formulates and administers (4) agricultural conservation programs pursuant to Sections 7 to 17 of the Soil Conservation and Domestic Allotment Act and the Agricultural Adjustment Act of 1938, as amended and supplemented, (b) crop insurance corporation programs with respect to wheat, cotton, and flax, and such other programs as may be undertaken, pursuant to the provisions of the Federal Crop Insurance Act, as amended.<br>2. Administers in the field, through State and County Agricultural Conservation Committees, programs of the Administration which are handled directly with farmers.<br>3. Exercises general supervision over the State Offices of the Field Service. | 1. Serves as claimant for food for civilians from the standpoint of both nutrition and supply.<br>2. Food rationing programs including staff functions with respect to rationing.<br>3. School lunch program.<br>4. Direct food distribution programs.<br>5. Functions formerly carried out by the Office of Home Food Supply.<br>6. Cooperation with Federal, State, and local, public or private agencies for improvement of nutritional standards and food habits.<br>7. Industrial feeding programs. | Responsible for the functions formerly carried out by the Office of Materials and Facilities, including requirements for critical non-food materials, equipment, and facilities; and for serving as claimant for such requirements before the War Production Board. | 1. Administration of the U. S. Warehouse Act.<br>2. Administration of Sec. 201 of the Agricultural Adjustment Act of 1938 covering adjustments in freight rates for farm products.<br>3. The 28-hour Act.<br>4. Improving food transportation and marketing facilities.<br>5. Administration of War Food Orders as assigned.<br>6. Development of programs for improved marketing.<br>7. Other functions formerly carried out by the Marketing Facilities Branch of the Office of Marketing Services. | Functions formerly carried out by the Office of Labor. | 1. Shipping and storage of commodities, except as assigned to commodity branches.<br>2. Assisting Administrator in coordinating the shipping and storage work of commodity branches.<br>3. Other functions formerly carried out by the Shipping and Storage Branch of the Office of Supply. | 1. Development of information and means to facilitate the prevention of fraud and violations in connection with the programs of the Administration.<br>2. Investigating, reporting, and making recommendations respecting food orders and purchase, sales, storage, and related programs.<br>3. Establishing accounting systems for, and examinations and inspections of the books, records, and accounts of other persons or agencies, where authorized or required by contracts and orders, or similar programs.<br>4. Other investigative services.<br>5. Administration of the Commodity Exchange Act.<br>6. Other functions formerly carried out by the OIS and the Investigation Unit, Division of Personnel Management, AAA. | 1. Fiscal, accounting, inventorying, disbursing, and related activities of the Administration, the Federal Crop Insurance Corporation, and the Commodity Credit Corporation, including maintenance of the official inventory control records thereof.<br>2. Functions of the FCIC and the CCC not otherwise assigned and the liquidating functions of the Federal Surplus Commodities Corporation. | Budgetary, auditing, administrative management, organization, personnel, administrative services, and related activities of the Administration, the Federal Crop Insurance Corporation, and the Commodity Credit Corporation. |
| (Agricultural Adjustment Agency<br>Federal Crop Insurance Corporation) | (Civilian Food Requirements Branch, CMS<br>Nutrition Programs Branch, CMS<br>School Lunch and Distribution Branch, OS<br>Office of Home Food Supply) | (Office of Materials and Facilities) | (Marketing Facilities Branch, CMS) | (Office of Labor) | (Shipping and Storage Branch, OS) | (Office of Investigatory Services<br>Investigation Unit, Division of Personnel Management, AAA) | (Fiscal functions of the several organizational units consolidated) | (Corresponding functions of the several organizational units consolidated) |

MARKET CENTER OFFICES AS REQUIRED

for regulatory activities, including standards, inspection and grading, and such other functions as are not assigned by the Administrator to the State Offices of the Field Service.

FIELD SERVICE

STATE OFFICES

1. Agricultural Conservation, Adjustment, Crop Insurance, sugar payments, and related production programs.
2. School lunch, direct distribution, and related food use and preservation programs.
3. Price support, loan, subsidy, purchase, sale, and marketing programs as assigned.
4. Other functions which may be assigned by the Administrator.

(State Agricultural Conservation Committees, AAA
State and District Offices, OS
Applicable field activities of CMS and OBC)

COUNTY OFFICES

County Agricultural Conservation Committees

FIELD OFFICES AS REQUIRED

APPROVED: Clinton P. Anderson
Secretary of Agriculture

Date August 18, 1945.

Req. 3551

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 18, 1945

To the Members of the Department of Agriculture
From The Secretary of Agriculture

On the same day that I became Secretary of Agriculture, the President of the United States, by Executive Order 9577 of June 29, 1945, terminated the War Food Administration and returned the control over its constituent agencies to the Secretary of Agriculture. The President also authorized me, in accordance with applicable law, to organize and administer the agencies of the Department in such manner as I might deem desirable.

Immediately upon taking office I appointed a Committee on Organization to survey the present structure of the Department and to make recommendations to me with respect to the changes that might be needed in the Department's organization. This Committee, under the Chairmanship of Milton S. Eisenhower, President of Kansas State College of Agriculture and Applied Science, has already given me its findings and recommendations with respect to what we might call the production and marketing areas of the Department, and upon the basis of this report of the Committee, I have today, by Secretary's Memorandum No. 1118, a copy of which is attached, established within the Department the Production and Marketing Administration.

This Administration is organized primarily along commodity lines. It is so set up that henceforth, when I want to know the answer to some cotton question, I shall turn to the Cotton Branch where the responsibility for action programs with respect to that commodity -- whether related to so-called production or marketing phases -- is vested. And so with respect to questions arising in the other nine commodity groupings of the Administration, -- Livestock, Dairy, Poultry, Fats and Oils, Fruit and Vegetable, Sugar, Grain, Tobacco, and Special Commodities.

This Administration also includes a Field Service Branch, where Agricultural Conservation and Crop Insurance programs are formulated and administered, where general supervision is exercised over the state Field Service Offices, and where programs of the Administration dealing directly with farmers are carried out in the field through State and county agricultural committees.

The School Lunch, direct distribution, and other food use and preservation programs are placed in the Food Distribution Programs Branch. The remaining seven functional branches of the Administration are Materials and Equipment, Shipping and Storage, Marketing Facilities, Labor, Fiscal, Budget and Management, and Compliance and Investigation.

The staff offices within the Production and Marketing Administration include an Office of Requirements and Allocations, an Office of Price, and an Information Service.

As this broad outline of the composition of the Production and Marketing Administration suggests, its establishment involves the

This Administration is organized primarily along commodity lines. It is so set up that hereafter, when I want to know the answer to some cotton question, I shall turn to the Cotton Branch where the responsibility for action programs with respect to that commodity -- whether related to so-called production or marketing phases -- is vested. And so with respect to questions arising in the other nine commodity groupings of the Administration, -- Livestock, Dairy, Poultry, Fats and Oils, Fruit and Vegetable, Sugar, Grain, Tobacco, and Special Commodities.

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As this broad outline of the composition of the Production and Marketing Administration suggests, its establishment involves the

consolidation and redistribution of the functions, powers, personnel, and property of the Office of Basic Commodities, the Office of Supply, and the Office of the President of the Commodity Credit Corporation, the Offices of the Manager and Secretary of the Federal Crop Insurance Corporation, the Office of Marketing Services, the Agricultural Adjustment Agency, the Office of Requirements and Allocations, the Office of Price, the Office of Transportation, the Office of Materials and Facilities, the Office of Labor, the Office of Home Food Supply, the Office of Investigatory Services, and the Federal Surplus Commodities Corporation (in liquidation).

The programs of the Administration involving the powers of the Commodity Credit Corporation and of the Federal Crop Insurance Corporation can, of course, be carried out only when authorized by the Board of Directors of the subject Corporation.

I have today designated Under Secretary J. B. Hutson as the Administrator of the Production and Marketing Administration and have directed him to proceed forthwith fully to consummate the changes I have outlined and particularly to issue as soon as possible a list of specific commodities and products for which each commodity division is responsible. <u>If you are personally affected by the changes in today's order, you are, as stated in the order, expected to continue the duties you have been performing until you receive new instructions from your immediate superiors</u>.

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As important as a good organization is, I know that the people who make up the Department -- their ability, their attitude, their determination to see a job done well -- are what count. On the other hand, by improving our organization we can all work more effectively together in carrying out the tremendous tasks that lie ahead of us. I want to do my part. I know I can count on you.

Secretary of Agriculture

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Sincerely,

Secretary of Agriculture

B. The Officers of the Federal Crop Insurance Corporation shall be the Manager, the Secretary, and the Treasurer.

## IV. PROGRAM FORMULATION AND APPROVAL

A. Programs of the Administration which involve the exercise of the powers of the Federal Crop Insurance Corporation or the Commodity Credit Corporation shall be submitted in docket form to the Board of Directors of the Corporation concerned by the respective Branch Directors. Except in case of emergency, a copy of each docket concerning such programs shall be submitted to each member of the Board of Directors, the Treasurer, and the Secretary of the Corporation, and the Solicitor and the Director of Finance of the Department not later than five work days prior to the meeting of the Board of Directors at which the program will be considered. Upon approval of the proposed program by the Board of Directors, the docket, with the recommendations made by the head of any interested agency, shall be submitted to the Secretary of Agriculture.

B. Other programs of the Administration requiring the approval of the Secretary of Agriculture shall be submitted by the Administrator to the Secretary in docket form with the concurrence or recommendations of the Solicitor and the Director of Finance of the Department.

C. The proposed programs referred to in paragraphs A and B of this Part IV shall reach the Secretary of Agriculture for consideration free of any prior commitments; no commitment with respect to any program shall be made orally, by letter, by the issuance of a press release, or otherwise, unless the program or the commitment has been approved by the Secretary of Agriculture.

## V. MISCELLANEOUS

A. All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this memorandum; however, regulations, orders, and similar instruments, including delegations of authority, heretofore issued by any officer of the Department of Agriculture shall continue in full force and effect unless and until withdrawn or superseded by instruments of like authority. The personnel heretofore engaged upon the functions assigned to the Production and Marketing Administration by this memorandum, shall, unless and until otherwise directed, continue to exercise such functions.

B. The Officers of the Federal Crop Insurance Corporation shall be the Manager, the Secretary, and the Treasurer.

## IV. PROGRAM FORMULATION AND APPROVAL

A. Programs of the Administration which involve the exercise of the powers of the Federal Crop Insurance Corporation or the Commodity Credit Corporation shall be submitted in docket form to the Board of Directors of the Corporation concerned by the respective Branch Directors. Except in case of emergency, a copy of each docket concerning such programs shall be submitted to each member of the Board of Directors, the Treasurer, and the Secretary of the Corporation, and the Solicitor and the Director of Finance of the Department not later than five work days prior to the meeting of the Board of Directors at which the program will be considered. Upon approval of the proposed program by the Board of Directors, the docket, with the recommendations made by the head of any interested agency, shall be submitted to the Secretary of Agriculture.

B. Other programs of the Administration requiring the approval of the Secretary of Agriculture shall be submitted by the Administrator to the Secretary in docket form with the concurrence or recommendations of the Solicitor and the Director of Finance of the Department.

C. The proposed programs referred to in paragraphs A and B of this Part IV shall reach the Secretary of Agriculture for consideration free of any prior commitments; no commitment with respect to any program shall be made orally, by letter, by the issuance of a press release, or otherwise, unless the program or the commitment has been approved by the Secretary of Agriculture.

## V. MISCELLANEOUS

A. All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this memorandum; however, regulations, orders, and similar instruments, including delegations of authority, heretofore issued by any officer of the Department of Agriculture shall continue in full force and effect unless and until withdrawn or superseded by instruments of like authority. The personnel heretofore engaged upon the functions assigned to the Production and Marketing Administration by this memorandum, shall, unless and until otherwise directed, continue to exercise such functions.

B. The provisions of this memorandum shall become effective August 20, 1945.

Clinton P. Anderson

Secretary of Agriculture

B. The provisions of this memorandum shall become effective August 20, 1945.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

August 18, 1945

MEMORANDUM NO. 1118

ESTABLISHMENT OF PRODUCTION AND MARKETING ADMINISTRATION

## I. PRODUCTION AND MARKETING ADMINISTRATION

A. Pursuant to the powers vested in the Secretary of Agriculture by the provisions of section 22 of Title 5 of the United States Code, by Executive Order 9577, issued June 29, 1945, and by related Executive orders, there is hereby established within the Department of Agriculture an agency to be known as the Production and Marketing Administration which shall be under the supervision and direction of an Administrator, who shall also be President of the Commodity Credit Corporation.

B. The Office of Basic Commodities, the Office of Supply, and the Office of the President of the Commodity Credit Corporation, the Offices of the Manager and of the Secretary of the Federal Crop Insurance Corporation, the Office of Marketing Services, the Agricultural Adjustment Agency, the Office of Requirements and Allocations, the Office of Price, the Office of Transportation, the Office of Materials and Facilities, the Office of Labor, the Office of Home Food Supply, the Office of Investigatory Services, and the Federal Surplus Commodities Corporation (in liquidation), together with their powers, functions, personnel, property, and records, are hereby consolidated into the Production and Marketing Administration (hereinafter sometimes referred to as the "Administration"). The appropriations, allocations, and corporate and other funds available for carrying out the functions and powers so consolidated shall continue to be available for such purposes.

C. The Administrator or, in his absence or inability to act, the Acting Administrator, shall, under the general direction and supervision of the Secretary of Agriculture and in accordance with applicable laws, rules, and regulations, direct and supervise the activities and the officers and employees of the Production and Marketing Administration and shall be responsible for all Departmental programs carried out by the Administration. The Administrator may in his discretion, and consistent with applicable laws, rules, and regulations, delegate and provide for the redelegation of his authority to appropriate officers and employees of the Administration.

D. Within the office of the Administrator there shall be a deputy administrator who shall be a vice-president of Commodity Credit Corporation, one or more assistant administrators, including an assistant administrator for fiscal and administrative control who shall also be a vice president of the Commodity Credit Corporation, and such additional staff as the Administrator may deem to be necessary to facilitate coordination and supervision of the activities of the Administration. The staff offices shall include an Office of Requirements and Allocations, an Office of Price, and an Information Service. The Deputy Administrator shall serve as Acting Administrator and as Acting President of the Commodity Credit Corporation during the Administrator's absence or inability to act.

E. There are hereby established within the Production and Marketing Administration the following bureaus to be designated as: (1) Livestock Branch, (2) Dairy Branch, (3) Poultry Branch, (4) Fats and Oils Branch, (5) Fruit and Vegetable Branch, (6) Sugar Branch, (7) Cotton Branch, (8) Grain Branch, (9) Tobacco Branch, (10) Special Commodities Branch, (11) Field Service Branch, (12) Food Distribution Programs Branch, (13) Materials and Equipment Branch, (14) Shipping and Storage Branch, (15) Marketing Facilities Branch, (16) Labor Branch, (17) Fiscal Branch, (18) Budget and Management Branch, and (19) Compliance and Investigation Branch. Each of these branches shall be under the direction and supervision of a director. The Directors of the Fiscal and Budget and Management Branches shall be responsible to the Assistant Administrator for Fiscal and Administrative Control of the Production and Marketing Administration.

F. Each of the ten commodity branches shall, with respect to the commodities over which it has jurisdiction, be generally responsible for: (1) Production, adjustment, loan, purchase, subsidy, diversion, export, import, price support, marketing quota, processing, distribution, sale, and surplus disposal programs and, as assigned by the Administrator, shipping and storage of commodity stocks; (2) supply estimates and allocation recommendations; (3) recommendations with respect to time, extent, and conditions of rationing; (4) recommendation of action with respect to maximum price regulations; (5) programs to effect economies and improvements in processing and marketing of food and farm products; (6) working with advisory committees; (7) War Food Orders; (8) cooperating with industry and other agencies of the Department in developing new and substitute products and processes and new uses; (9) assistance in handling materials and equipment priority applications; (10) assistance in labor supply and utilization in commodity processing and distribution industries; (11) market news services; (12) standards, inspection, and grading; (13) developing program information; and (14) Agricultural Marketing Agreement and Order programs.

6. The ten commodity branches, in addition to the general responsibilities assigned to them in paragraph F hereof, and such other functions and personnel as may be assigned to them by the Administrator, shall also have the following functions:

1. Livestock Branch. Functions formerly carried out by (a) the Livestock and Meats Branch of the Office of Marketing Services, (b) the Wool Section, General Crops Division of the Office of Basic Commodities, and (c) the Office of Supply with respect to livestock, lard, meats, and wool. This Branch shall also administer the Packers and Stockyards Act, the Insecticide Act of 1910, the Wool Standards Act, and the Meat Inspection Act.

2. Dairy Branch. The dairy functions formerly carried out by the Dairy and Poultry Branch of the Office of Marketing Services and by the Office of Supply.

3. Poultry Branch. The poultry functions formerly carried out by the Dairy and Poultry Branch of the Office of Marketing Services and by the Office of Supply.

4. Fats and Oils Branch. The functions formerly carried out by (a) the Fats and Oils Branch of the Office of Marketing Services, (b) the Oilseeds Division of the Office of Basic Commodities, (c) the Office of Supply with respect to fats, oils, and oilseeds, and (d) the Office of Marketing Services and the Agricultural Adjustment Agency with respect to peanuts.

5. Fruit and Vegetable Branch. The functions formerly carried out by the Fruit and Vegetable Branch of the Office of Marketing Services and by the Office of Supply with respect to fruits and vegetables. This Branch shall also administer the Standard Container Acts of 1916 and 1928, the Produce Agency Act, the Perishable Agricultural Commodities Act, and the Export Apple and Pear Act.

6. Sugar Branch. The functions formerly carried out by (a) the Sugar Branch of the Office of Marketing Services, (b) the Sugar Division of the Office of Basic Commodities, and (c) the Office of Supply with respect to sugar. This Branch shall also administer the Sugar Act of 1937.

7. Cotton Branch. The functions formerly carried out by (a) the Cotton and Fiber Branch of the Office of Marketing Services (except naval stores), (b) the Cotton Division of the Office of Basic Commodities, (c) the Office of Basic Commodities with respect to hemp and

flax fiber, and (d) the Office of Supply with respect to cotton and fiber. This Branch shall also administer the Cotton Classification, Statistics, Standards, and Futures Acts.

8. Grain Branch. The functions formerly carried out by (a) the Grain Products Branch of the Office of Marketing Services, (b) the Grain Division of the Office of Basic Commodities, (c) the Rice Section, General Crops Division of the Office of Basic Commodities, (d) the Feed Management Division of the Agricultural Adjustment Agency, and (e) the Office of Supply with respect to grain, grain products, hay, dry beans, dry peas, and seeds. This Branch shall also administer the United States Grain Standards and the Federal Seed Acts.

9. Tobacco Branch. The functions formerly carried out by (a) the Tobacco Branch of the Office of Marketing Services, (b) the Tobacco Section, General Crops Division of the Office of Basic Commodities, and (c) the Office of Supply with respect to tobacco. This Branch shall also administer the Tobacco Compact Act, Tobacco Inspection Act, the Tobacco Stocks and Standards Act, and the Tobacco Seed and Plant Exportation Acts.

10. Special Commodities Branch. The functions formerly carried out by (a) the Special Commodities Branch of the Office of Marketing Services, (b) the naval stores functions of the Cotton and Fiber Branch of the Office of Marketing Services, (c) the Miscellaneous Commodities Section, General Crops Division of the Office of Basic Commodities, and (d) the Office of Supply with respect to commodities not assigned to any other commodity division. This Branch shall also buy, sell, and perform additional services for the other commodity divisions when authorized to do so by the Administrator.

H. The Field Service Branch shall formulate and administer (1) agricultural conservation programs pursuant to Sections 7 to 17 of the Soil Conservation and Domestic Allotment Act and the Agricultural Adjustment Act of 1938, as amended and supplemented, and (2) crop insurance programs with respect to wheat, cotton, and flax and such other commodities with respect to which programs may be undertaken pursuant to the provisions of the Federal Crop Insurance Act, as amended. This Branch shall also exercise general supervision over the state Field Service Offices. This Branch, utilizing State and county agricultural committees, shall also be responsible for the administration in the field of the programs of the Administration which deal directly with farmers.

flax fiber, and (d) the Office of Supply with respect to cotton and fiber. This Branch shall also administer the Cotton Classification, Statistics, Standards, and Futures Acts.

8. Grain Branch. The functions formerly carried out by (a) the Grain Production Branch of the Office of Marketing Services, (b) the Grain Division of the Office of Basic Commodities, (c) the Rice Section, General Crops Division of the Office of Basic Commodities, (d) the Feed Management Division of the Agricultural Adjustment Agency, and (e) the Office of Supply with respect to grain, grain products, hay, dry beans, dry peas, and seeds. This Branch shall also administer the United States Grain Standards and the Federal Seed Acts.

9. Tobacco Branch. The functions formerly carried out by (a) the Tobacco Branch of the Office of Marketing Services, (b) the Tobacco Section, General Crops Division of the Office of Basic Commodities, and (c) the Office of Supply with respect to tobacco. This Branch shall also administer the Tobacco Compact Act, Tobacco Inspection Act, the Tobacco Stocks and Standards Act, and the Tobacco Seed and Plant Exportation Acts.

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I. The other Branches of the Administration shall have such specific responsibilities as may be assigned to them by the Administrator and shall also be responsible for the following:

1. Food Distribution Programs Branch. (a) Serving as claimant for food for civilians from the standpoint of both nutrition and supply; (b) food rationing programs (including staff functions with respect to rationing); (c) School Lunch Program; (d) direct food distribution programs; (e) cooperation with Federal, State, and local agencies, public or private, for improvement of nutritional standards and food habits; and (f) industrial feeding program. This Branch shall also be responsible for other functions formerly carried out by (a) the Civilian Food Requirements Branch of the Office of Marketing Services; (b) the Nutritional Programs Branch of the Office of Marketing Services; (c) the Office of Home Food Supply; and (d) the School Lunch and Distribution Branch of the Office of Supply.

2. Materials and Equipment Branch. Functions formerly carried out by the Office of Materials and Facilities, including requirements for critical non-food materials, equipment, and facilities; and serving as claimant for such requirements before the War Production Board.

3. Shipping and Storage Branch. Shipping and storage of commodities, except as assigned to commodity divisions; and assisting the Administrator in coordinating the shipping and storage work of commodity divisions to insure the best use of available shipping and storage facilities. This Branch shall also be responsible for other functions formerly carried out by the Shipping and Storage Branch of the Office of Supply.

4. Marketing Facilities Branch. (a) Administration of the U. S. Warehouse Act; (b) administration of Section 201 of the Agricultural Adjustment Act of 1938 covering adjustments in freight rates for farm products; (c) the 28-Hour Act; (d) improving food transportation and marketing facilities; (e) administration of war food orders as assigned; and (f) development of programs for improved marketing. This Branch shall also be responsible for other functions formerly carried out by the Marketing Facilities Branch of the Office of Marketing Services.

5. Labor Branch. Functions formerly carried out by the Office of Labor.

6. Fiscal Branch. Fiscal, accounting, inventorying, disbursing, and related activities of the Administration, the Federal Crop Insurance Corporation, and the Commodity Credit Corporation, including maintenance

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5. Labor Branch. Functions formerly carried out by the Office of Labor.

6. Fiscal Branch. Fiscal, accounting, inventorying, disbursing, and related activities of the Administration, the Federal Crop Insurance Corporation, and the Commodity Credit Corporation, including maintenance

of the official inventory and inventory control records thereof. This Branch shall also carry out the functions of the Federal Crop Insurance Corporation and the Commodity Credit Corporation not otherwise assigned and the liquidating functions of the Federal Surplus Commodities Corporation.

7. Budget and Management Branch. Budgetary, auditing, administrative management, organization, personnel, administrative services of the Administration, Federal Crop Insurance Corporation and the Commodity Credit Corporation.

8. Compliance and Investigation Branch. (a) Development of information and means to facilitate the prevention of fraud and violations in connection with the programs of the Administration; (b) investigating, reporting, and making recommendations respecting food orders and purchase, sales, storage, and related programs; (c) establishing accounting systems for, and examinations and inspections of the books, records, and accounts of other persons or agencies, where authorized or required by contracts or marketing agreements and orders, or similar programs; (d) other investigative services; and (e) administration of the Commodity Exchange Act. This Branch shall also be responsible for other functions formerly carried out by the Office of Investigatory Services and the Investigation Unit of the Division of Personnel Management of the Agricultural Adjustment Agency.

J. The Administrator is hereby authorized and directed, in accordance with the overall pattern of responsibility set out in this memorandum, (1) to integrate the organization and functions of the agencies comprising the Production and Marketing Administration, including their several field organizations, and, in connection therewith, (2) to establish such market center, fiscal control, administrative service, and other field offices as may be required. The administration in each State of (a) the Agricultural Conservation, Adjustment, Marketing Quota, Crop Insurance, Sugar Payment, and related production programs; (b) School Lunch, direct distribution, and related food use and preservation programs; (c) price support, loan, subsidy, purchase, sale, and related marketing programs; and (d) as assigned, other programs of the Administration shall be carried out through the Field Service Office in such State, which office, under the direction of a Director, shall be responsible for the administration of these programs in the State. State and County Agricultural Committees shall be utilized in the administration in the field of programs which deal directly with farmers.

of the official inventory and inventory control records thereof. This Branch shall also carry out the functions of the Federal Crop Insurance Corporation and the Commodity Credit Corporation not otherwise assigned and the liquidating functions of the Federal Surplus Commodities Corporation.

7. Budget and Management Branch. Budgetary, auditing, administrative management, organization, personnel, administrative services of the Administration, Federal Crop Insurance Corporation and the Commodity Credit Corporation.

8. Compliance and Investigation Branch. (a) Development of information and means to facilitate the prevention of fraud and violations in connection with the programs of the Administration; (b) investigating, reporting, and making recommendations respecting food orders and purchases, sales, storage, and related programs; (c) establishing accounting systems for, and examinations and inspections of the books, records, and accounts of other persons or agencies, where authorized or required by contracts or marketing agreements and orders, or similar programs; (d) other investigative services; and (e) administration of the Commodity Exchange Act. This Branch shall also be responsible for other functions formerly carried out by the Office of Investigatory Services and the Investigation Unit of the Division of Personnel Management of the Agricultural Adjustment Agency.

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## II. COMMODITY CREDIT CORPORATION

A. The Board of Directors of the Commodity Credit Corporation shall consist of the following: the Secretary of Agriculture, Chairman; the Under Secretary of Agriculture; the Assistant Secretary of Agriculture; the Administrator of the Production and Marketing Administration (the President of the Commodity Credit Corporation); the Deputy Administrator of the Production and Marketing Administration (a Vice President of the Commodity Credit Corporation); the Assistant Administrator of the Production and Marketing Administration for Fiscal and Administrative Control (a Vice President of the Commodity Credit Corporation); the Assistant Administrator of the Production and Marketing Administration for Inventory Management (a Vice President of the Commodity Credit Corporation); the Director of Price of the Production and Marketing Administration; and the Director of the Field Service Branch of the Administration. The Director of Finance and the Solicitor of the Department shall serve as Financial Adviser and Legal Adviser, respectively, to the Board of Directors, and in such capacities shall attend the meetings of the Board. The Under Secretary of Agriculture and the Assistant Secretary of Agriculture, respectively, in the order named, shall serve as Acting Chairman of the Board of Directors in the absence of the Secretary of Agriculture.

B. The Officers of the Commodity Credit Corporation shall include the President, the Treasurer, the Secretary, and such Vice Presidents, Assistant Treasurers, Assistant Secretaries, and other officers as may be elected by the Secretary of Agriculture.

C. The members of the Board of Directors and the President, Treasurer, and Secretary of the Federal Surplus Commodities Corporation, in liquidation, shall be the same persons as those holding the corresponding positions with the Commodity Credit Corporation. The Secretary of Agriculture shall also designate such Vice Presidents, Assistant Treasurers and Assistant Secretaries of the Federal Surplus Commodities Corporation as may be necessary.

## III. FEDERAL CROP INSURANCE CORPORATION

A. The Board of Directors of the Federal Crop Insurance Corporation shall consist of three members of the Department who shall be appointed by the Secretary of Agriculture. The Director of Finance and the Solicitor of the Department shall serve as Financial Adviser and Legal Adviser, respectively, to the Board of Directors, and in such capacities shall attend the meetings of the Board.

## II. COMMODITY CREDIT CORPORATION

A. The Board of Directors of the Commodity Credit Corporation shall consist of the following: the Secretary of Agriculture, Chairman; the Under Secretary of Agriculture; the Assistant Secretary of Agriculture; the Administrator of the Production and Marketing Administration (the President of the Commodity Credit Corporation); the Deputy Administrator of the Production and Marketing Administration (a Vice President of the Commodity Credit Corporation); the Assistant Administrator of the Production and Marketing Administration for Fiscal and Administrative Control (a Vice President of the Commodity Credit Corporation); the Assistant Administrator of the Production and Marketing Administration for Inventory Management (a Vice President of the Commodity Credit Corporation); the Director of Price of the Production and Marketing Administration; and the Director of the Field Service Branch of the Administration. The Director of Finance and the Solicitor of the Department shall serve as Financial Advisor and Legal Advisor, respectively, to the Board of Directors, and in such capacities shall attend the meetings of the Board. The Under Secretary of Agriculture and the Assistant Secretary of Agriculture, respectively, in the order named, shall serve as Acting Chairman of the Board of Directors in the absence of the Secretary of Agriculture.

B. The Officers of the Commodity Credit Corporation shall include the President, the Treasurer, the Secretary, and such Vice Presidents, Assistant Treasurers, Assistant Secretaries, and other officers as may be elected by the Secretary of Agriculture.

C. The members of the Board of Directors and the President, Treasurer, and Secretary of the Federal Surplus Commodities Corporation, in liquidation, shall be the same persons as those holding the corresponding positions with the Commodity Credit Corporation. The Secretary of Agriculture shall also designate such Vice Presidents, Assistant Treasurers and Assistant Secretaries of the Federal Surplus Commodities Corporation as may be necessary.

## III. FEDERAL CROP INSURANCE CORPORATION

A. The Board of Directors of the Federal Crop Insurance Corporation shall consist of three members of the Department who shall be appointed by the Secretary of Agriculture. The Director of Finance and the Solicitor of the Department shall serve as Financial Advisor and Legal Advisor, respectively, to the Board of Directors, and in such capacities shall attend the meetings of the Board.

Req. 3575

UNITED STATES DEPARTMENT OF AGRICULTURE

October 8, 1945

FILED
PLEASE RETURN TO SECRETARY'S RECORDS U. S. D. A.

SECRETARY'S MEMORANDUM NO. 1118, ~~AMENDMENT~~ SUPPLEMENT 1

Federal Crop Insurance Corporation, PMA

The Federal Crop Insurance Corporation is hereby established as a bureau within the Production and Marketing Administration. The Corporation shall formulate and administer crop insurance programs with respect to wheat, cotton, flax, and such other commodities with respect to which programs may be undertaken pursuant to the provisions of the Federal Crop Insurance Act, as amended, using such services and facilities of PMA or other agencies as may be jointly agreed upon.

The Corporation shall also be responsible for all its fiscal and administrative activities.

All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this memorandum; however, regulations, orders, and similar instruments, including delegations of authority, heretofore issued by any officer of the Department of Agriculture shall continue in full force and effect unless and until withdrawn or superseded by instruments of like authority.

The Board of Directors of the Federal Crop Insurance Corporation shall consist of the following: the Secretary of Agriculture, Chairman; the Administrator of the Production and Marketing Administration; and Mr. J. O. Cobb, Consultant, Production and Marketing Administration.

Clinton P. Anderson

ORGANIZATION 1

UNITED STATES DEPARTMENT OF AGRICULTURE

October 8, 1946

SECRETARY'S MEMORANDUM NO. 1113, SUPPLEMENT 1

Federal Crop Insurance Corporation, FCIC

The Federal Crop Insurance Corporation is hereby established as a bureau within the Production and Marketing Administration. The Corporation shall formulate and administer crop insurance programs with respect to wheat, cotton, flax, and such other commodities with respect to which programs may be undertaken pursuant to the provisions of the Federal Crop Insurance Act, as amended, using such services and facilities of PMA or other agencies as may be jointly agreed upon.

The Corporation shall also be responsible for all its fiscal and administrative activities.

All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this memorandum; however, regulations, orders, and similar instruments, including delegations of authority, heretofore issued by any officer of the Department of Agriculture shall continue in full force and effect unless and until withdrawn or superseded by instruments of like authority.

The Board of Directors of the Federal Crop Insurance Corporation shall consist of the following: the Secretary of Agriculture, Chairman; the Administrator of the Production and Marketing Administration; and Mr. J. O. Cobb, Consultant, Production and Marketing Administration.

Clinton P. Anderson

Req. 3652

DEPARTMENT OF AGRICULTURE

WASHINGTON

April 29, 1946

SECRETARY'S MEMORANDUM NO. 1118, SUPPLEMENT 1, AMENDMENT 1

Federal Crop Insurance Corporation, PMA

The Board of Directors of the Federal Crop Insurance Corporation shall consist of the following:

The Secretary of Agriculture; Chairman; the Under Secretary of Agriculture; and the Administrator of the Production and Marketing Administration.

Mr. Leroy K. Smith and Mr. C. D. Walker shall serve as special advisors to the Board and in such capacity shall attend all Board meetings.

All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this memorandum.

Clinton P. Anderson

Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

ORGANIZATION / (PMA)

Reg. 3520

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 15, 1947

FILED
AUG 18 1947
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

MEMORANDUM NO. 1118, SUPPLEMENT 1, AMENDMENT 2

Federal Crop Insurance Corporation

The following are hereby appointed as members of the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Public Law 320, 80th Congress, approved August 1, 1947.

The Under Secretary of Agriculture, or, in his absence, the Assistant Secretary of Agriculture, Chairman

The Manager of the Federal Crop Insurance Corporation, or, in his absence, the Acting Manager

The Administrator, or, in his absence, the Acting Administrator, Production and Marketing Administration

Two additional members, experienced in the insurance business and not otherwise employed by the Government, will be designated in the near future.

All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this memorandum.

N. E. Dodd

Acting Secretary of Agriculture

ORGANIZATION 1 (F.C.I.C.)

FILED
PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

Req. 3586

UNITED STATES DEPARTMENT OF AGRICULTURE

Washington, D. C.

November 9, 1945

SECRETARY'S MEMORANDUM NO. 1118, Supp. 2 ~~AMENDMENT~~

Secretary's Memorandum No. 1118 establishing the Production and Marketing Administration is hereby amended, as follows:

The functions (a) serving as claimant for food for civilians from the standpoint of both nutrition and supply and (b) food rationing programs (including staff functions with respect to rationing) assigned to the Food Distribution Programs Branch are hereby transferred to the office of Requirements and Allocations of the staff of the Administrator.

J. B. Hutson

Acting Secretary

ORGANIZATION

Req. 3588

UNITED STATES DEPARTMENT OF AGRICULTURE
[redacted]
Washington, D. C.

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PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

November 16, 1945

MEMORANDUM NO. 1118, SUPPLEMENT 3

Establishment of Office of Program Policy Coordination

This memorandum amends Secretary's Memorandum No. 1118, "Establishment of Production and Marketing Administration."

The Office of Price, established by paragraph D. of that memorandum, is abolished and the Office of Program Policy Coordination is established.

The Administrator of PMA is authorized to determine those responsibilities now operating in other organizational units of PMA which are to be placed under the jurisdiction of the Office of Program Policy Coordination. He shall also determine personnel, funds, and property to be transferred thereto.

J. B. Hutson
Acting Secretary

ORGANIZATION

Req. 3589

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25, D. C.

November 26, 1945

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SECRETARY'S RECORDS
U.S.D.A.

MEMORANDUM NO. 1118, SUPPLEMENT 4

Secretary's Memorandum No. 1118 establishing the Production and Marketing Administration is hereby amended as follows:

1. The position of Assistant Administrator for Fiscal and Administrative Control is hereby abolished.

2. The position of Assistant Administrator for Fiscal and Inventory Control (also a Vice President of CCC) is hereby established within the PMA.

3. The Director of the Fiscal Branch shall be responsible to the Assistant Administrator for Fiscal and Inventory Control.

4. The Administrator or his delegate is hereby authorized to reassign within the Production and Marketing Administration the fiscal functions which may be assigned presently either to the Fiscal Branch or to other branches (including FCIC) as he may determine will most effectively provide for coordination and direction of the fiscal functions of the PMA.

Clinton P. Anderson
Secretary

ORGANIZATION

Req. 3605

JAN 4 1946

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U.S.D.A.

UNITED STATES DEPARTMENT OF AGRICULTURE

~~FEDERAL SURPLUS COMMODITIES CORPORATION~~

WASHINGTON, D. C.

MEMORANDUM No. 1118, SUPPLEMENT 4, AMENDMENT 1

Col. R. L. Harrison is hereby designated as Assistant Administrator for Fiscal and Inventory Control of the Production and Marketing Administration.

In addition to the duties and responsibilities formerly assigned within PMA to the Assistant Administrator for Inventory Management, The Assistant Administrator for Fiscal and Inventory Control is hereby assigned general responsibility for the Fiscal Branch as well as for the coordination and supervision of the fiscal functions and activities throughout PMA. Col. Harrison is also hereby authorized to reassign, with the PMA, the fiscal functions which may be assigned presently, either to the Fiscal Branch or to other Branches (including FCIC) as he may determine may most effectively provide for the coordination and direction of the fiscal functions of PMA.

All delegations of authority previously vested in the Assistant Administrator for Inventory Management are hereby vested in the Assistant Administrator for Fiscal and Inventory Control.

Secretary

Date Jan. 4, 1946

ORGANIZATION 1 (PMA)

Req. 3595

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C.

December 5, 1945

MEMORANDUM NO. 1118, SUPPLEMENT 5

Reestablishment of Office of Price

Secretary's Memorandum No. 1118, Supplement 3, dated November 16, 1945, which abolished the Office of Price and established an Office of Program Policy Coordination within the Production and Marketing Administration, is hereby rescinded.

Acting Secretary

ORGANIZATION

Reg. No. 3601

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U. S. D. A.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25, D. C.

~~November~~ December 17, 1945

MEMORANDUM NO. 1118, SUPPLEMENT 6

Secretary's Memorandum No. 1118 establishing the Production and Marketing Administration is hereby amended as follows:

1. An Office of Audit is hereby established as a staff office of the Production and Marketing Administration. This Office shall be headed by a Chief Auditor. This Office shall be responsible for formulating the audit policies and directing the audit and examination activities of the Administration, its agents and others financed with PMA funds, including the preparation of reports and recommendations to the Administrator of its findings; conducting cost analyses of commercial organizations or individuals contracting with PMA for the purpose of providing financial data to enable Administration officials to renegotiate or terminate contracts. All funds, personnel, property, and records of the Audit Division of the Budget and Management Branch are hereby transferred to and made a part of the Office of Audit.

2. All budgetary, administrative management, organization, personnel, administrative services, and related functions of the Administration, of the Federal Crop Insurance Corporation, and the Commodity Credit Corporation are hereby centralized in the Budget and Management Branch. The Administrator of PMA is hereby authorized to delegate administrative direction of these activities to such operating branches within PMA as he may determine, reserving in all instances technical direction and supervision in the Budget and Management Branch.

Secretary

ORGANIZATION 1 (PMA)

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

March 5, 1946

FILED

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U. S. D. A.

MEMORANDUM NO. 1118, SUPPLEMENT 7

Consolidation of Warehouse Inspection Service, Production and Marketing Administration

Responsibility for all inspections which may be made of warehouses for the storage of Government-held commodities acquired in carrying out commodity programs is hereby vested in the Marketing Facilities Branch, Production and Marketing Administration.

The warehouse inspection function now performed by the Shipping and Storage Branch, Production and Marketing Administration, is hereby transferred to the Marketing Facilities Branch, PMA.

Such personnel, funds, property, and records as the Administrator, Production and Marketing Administration, finds necessary in order to carry out the provisions of this Memorandum shall be transferred to the Marketing Facilities Branch, PMA.

This Memorandum shall be effective as of May 1, 1946.

Secretary

ORGANIZATION: 1(PMA)

Req. 3661

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

FILED
MAY 21 1946
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U.S.D.A. 1

May 20, 1946

MEMORANDUM NO. 1118, SUPPLEMENT 8

Directors and Officers of Commodity Credit Corporation

The Board of Directors of the Commodity Credit Corporation has been reconstituted and now consists of the following members:

Secretary of Agriculture, Chairman
Under Secretary of Agriculture
Assistant Secretary of Agriculture
Administrator, Production and Marketing Administration
Deputy Administrator, PMA
Assistant Administrators, PMA
Director of Price, PMA
Director, Field Service Branch, PMA

The officers of the Commodity Credit Corporation are now as follows:

| | |
|---|---|
| President | - Administrator, PMA |
| Vice Presidents | - Deputy Administrator and Assistant Administrators, PMA |
| Treasurer | - Director, Fiscal Branch, PMA |
| Secretary | - Director, Budget and Management Branch, PMA |

Part II of Memorandum No. 1118 of August 18, 1945, is amended accordingly.

M. E. Dodd

Under Secretary

ORGANIZATION 1 (PMA)

Req. 3505

DEPARTMENT OF AGRICULTURE

WASHINGTON

July 15, 1946

FILED
JUL 17 1946
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U. S. D. A.

MEMORANDUM NO. 1118, SUPPLEMENT 9

Designation of Agencies to Administer Functions Transferred to the Secretary of Agriculture under Section 501 of Part V of Reorganization Plan No. 3 of 1946

Pursuant to the authority vested in me by Section 501 of Part V of Reorganization Plan No. 3 of 1946, effective July 16, 1946, under the Reorganization Act of 1945 (Public Law 263 - 79th Congress), the functions of the Agricultural Adjustment Administration and of the Surplus Marketing Administration and of the respective heads of such Administrations, and the administration of the programs of the Federal Crop Insurance Corporation and the Commodity Credit Corporation, transferred to the Secretary of Agriculture under such Plan, are hereby vested in the Production and Marketing Administration. These functions shall be administered by the Production and Marketing Administration in accordance with the provisions of Secretary's Memorandum No. 1118 of August 18, 1945, as supplemented and amended.

The provisions of this order shall become effective July 16, 1946.

M. E. Dodd

Acting Secretary

ORGANIZATION 1 (PMA)

Req. 3608

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary

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MAR 21 1947
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U.S.D.A. 1

March 14, 1947.

3-14-47

SECRETARY'S MEMORANDUM NO. 1118, SUPPLEMENT 10

Organizational Changes in PMA

Effective immediately the following offices and branches in the Production and Marketing Administration are hereby abolished: Special Commodities Branch, Materials and Equipment Branch, Office of Requirements and Allocations, Office of Foreign Programs Coordination, and Office of Price. Any continuing functions and the personnel, funds, property, and records of the abolished branches and offices necessary to carry out these functions shall be reassigned in accordance with subsequent determinations to be made by the Administrator of the Production and Marketing Administration.

This memorandum supersedes the applicable portions of Secretary's Memorandum No. 1118 and amendments.

Clinton P. Anderson

Secretary of Agriculture

ORGANIZATION 1 (PMA)

Reg. 6501

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

FILED

JUL 6 1948

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SECRETARY'S RECORDS
U. S. D. A.

June 30, 1948

Memorandum No. 1118, SUPPLEMENT 11

Appointment of Interim Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9 of the Commodity Credit Corporation Charter Act, Public Law No. 806, 80th Congress, which authorizes the Secretary of Agriculture to appoint an interim Board of Directors of Commodity Credit Corporation consisting of five members, including the Secretary of Agriculture, to serve until October 1, 1948, I hereby appoint the following as members of such interim board:

Secretary of Agriculture

Albert J. Loveland

Ralph S. Trigg

Frank K. Woolley

Lionel C. Holm

This appointment shall be effective as of Midnight, June 30, 1948.

Done at Washington, D. C., this 30th day of June, 1948.

Charles F. Brannan
Secretary of Agriculture

ORGANIZATION 1 (PMA)

Req. 3553

DEPARTMENT OF AGRICULTURE

WASHINGTON

August 21, 1945

MEMORANDUM NO. 1119

Utilization of Surplus Property

In a letter of July 17 from the Director of the Bureau of the Budget regarding the preparation of the Department estimates for 1947, the Director stated:

> "Supplies and equipment for 1947 operations will be acquired, to the fullest extent possible, from Government surpluses, any agency having supplies and equipment in excess of its needs will be expected to declare them surplus at once."

Full utilization of Government property is a fundamental responsibility of every administrator in the Department. Where public funds are involved, we have at all times an obligation to avoid the purchase of any supplies or equipment which are not absolutely necessary for carrying out the essential programs for which the Department has responsibility. This year, when there are so many shortages, this continuing obligation is more important than ever. It is difficult to suggest anything which would impair public confidence more than for a Government department or bureau to procure, store or maintain in an idle, stand-by basis, supplies or equipment in excess of actual needs at the very time that critical shortages exist in these same items.

I have been informed of the property utilization and surplus disposal program which has been in effect in the Department during the war period and of the very satisfactory response of the Department in general to this program. It is very necessary that efficient equipment management continue to be emphasized throughout the Department, in view of current national needs, both public and private, in order to comply with the provisions of the Surplus Property Act, and in order that the Department may be in position to justify essential purchases of additional equipment if and when it may be needed in the future.

There is urgent need now in some of our bureaus for equipment and supplies of various kinds, especially office equipment. The same situation exists in other Departments, one other agency alone having need for several thousand additional desks and office equipment. Many articles are still short in the commercial market. The Department wants to cooperate fully in insuring that all equipment is being fully utilized to the best advantage of the Government as a whole. Thus it is requested that each bureau immediately again survey its inventory of office and other equipment and be sure that only items are retained which good management practices require, and which are needed for use in the fiscal year of 1946.

Property should not be held to supply the needs of contemplated programs or activities unless they are already authorized, funds are available, and there is immediate prospect of employees being available for the program.

PROPERTY

DEPARTMENT OF AGRICULTURE

WASHINGTON

MEMORANDUM NO. 1119

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Property should not be held to supply the needs of contemplated programs or activities unless they are already authorized, funds are available, and there is immediate prospect of employees being available for the program.

A vigorous records disposal program should be carried out in order to release filing equipment and space.

The Area Agriculture Equipment Committees will assist bureaus in locating and transferring needed equipment. A member of the Department Board of Survey will also work with the bureau representatives in Washington to expedite the transfer of property to meet urgent needs.

It is requested that bureau chiefs report to the Office of Budget and Finance, not later than October 1, 1945, the number of desks, chairs, typewriters, adding machines, calculators and other office equipment which pursuant to this letter have been declared surplus to the Area Agriculture Committees and the Department Board of Survey, noting briefly the location and condition. The report should include a statement on action taken to insure that no more equipment is retained than good management practices require for use in the current fiscal year.

Secretary

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It is requested that Bureau chiefs report to the Office of Budget and Finance, not later than October 1, 1945, the number of desks, chairs, typewriters, adding machines, calculators and other office equipment which pursuant to this letter have been declared surplus to the Area Agriculture Committees and the Department Board of Survey, noting briefly the location and condition. The report should include a statement on action taken to insure that no more equipment is retained than good management practices require for use in the current fiscal year.

Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON

August 21, 1945

MEMORANDUM NO. 1120

Coordination of Policies Relating
to Land and Water Resources.

1. The Assistant Secretary of Agriculture shall be responsible for the coordination and general supervision of the policies and activities of the Department relating to land and water resources, including: (a) the acquisition, management, and disposition of lands under the jurisdiction of the Department; (b) irrigation, drainage, and the conservation, utilization, management and disposal of water; (c) the exploration for, development and disposal of oil and gas and other mineral resources on lands under the jurisdiction of the Department of Agriculture.

2. In discharging these responsibilities, the Assistant Secretary shall: (a) review and appraise all procedures and policies now obtaining or hereafter proposed for the consideration of the Secretary with respect to the above matters; (b) represent the Department in such matters on governmental, quasi-governmental, public or private boards, committees or commissions, including relations with research agencies, river basin committees, Missouri Inter-agency Committee, Federal Real Estate Board, the Bonneville Advisory Board, Boards and Committees relating to the work of the Tennessee Valley, the Departmental Rural Sanitation Committee and the Rio Grande Board.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

ORGANIZATION

3. The constituent agencies and bureaus of the Department now responsible for functions related to the above described subjects shall continue to discharge the responsibilities and functions heretofore assigned to them except that the inter-agency and inter-bureau aspects of such functions and operations shall be coordinated and generally supervised by the Assistant Secretary.

4. The personnel of the Office of Water Utilization is hereby transferred to the staff of the Secretary's Office and together with the present personnel of the Secretary's Office now concerned with any phases of the land and water resources activities of the Department are hereby placed under the direction of the Assistant Secretary for the aforesaid purposes and the Assistant Secretary is instructed to coordinate and direct the activities of said personnel under the general supervision of the Secretary.

5. The position of Land Use Coordinator and the Office of Water Utilization are hereby abolished and the functions and duties thereof are transferred to the Assistant Secretary. All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions hereof.

This memorandum shall become effective as of August 22, 1945.

Secretary of Agriculture

3. The constituent agencies and bureaus of the Department now responsible for functions related to the above described subjects shall continue to discharge the responsibilities and functions heretofore assigned to them except that the inter-agency and inter-bureau aspects of such functions and operations shall be coordinated and generally supervised by the Assistant Secretary.

4. The personnel of the Office of Water Utilization is hereby transferred to the staff of the Secretary's Office and together with the present personnel of the Secretary's Office now concerned with any phases of the land and water resources activities of the Department are hereby placed under the direction of the Assistant Secretary for the aforesaid purposes and the Assistant Secretary is instructed to coordinate and direct the activities of said personnel under the general supervision of the Secretary.

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This memorandum shall become effective as of August 22, 1946.

Secretary of Agriculture

Req. 3555

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 27, 1945

MEMORANDUM NO. 1121

Overtime Compensation for Meat Inspection Employees

Effective July 1, 1945, the provisions of this Memorandum shall govern the payment of overtime compensation to employees engaged in meat inspection work and Administrator's Memorandum No. 17, dated June 29, 1943, shall no longer be followed. The Act of July 24, 1919, making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1920, provides, in part, with respect to this matter:

> "That hereafter the Secretary of Agriculture is authorized in his discretion to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the Meat Inspection Act of June 30, 1906, for all overtime work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

The Federal Employees Pay Act of 1945, approved June 29, 1945, specifically provides that:

> "The provisions of this Act shall not operate to prevent payment for overtime services or extra pay for Sunday or holiday work in accordance with /the/ Act of July 24, 1919 (U.S.C., 1940 edition, title 7, sec. 394), . . . Provided, That the overtime Sunday, or holiday services covered by such payment shall not also form a basis for overtime or extra pay under this Act."

On and after the effective date of this Memorandum, employees engaged in meat inspection work who come within the scope of the Act of July 24, 1919, shall be paid overtime compensation for work performed on Sunday or a holiday or for more than eight working hours of any day, Monday through Friday, or for more than four working hours on Saturday at the overtime rates of compensation prescribed by the Federal Employees Pay Act of 1945, but without consideration of the basic administrative work week.

The management of an establishment desiring to operate under conditions which will require the services of any employee of the Department of Agriculture who comes within the scope of the Act of July 24, 1919, on Sunday or a holiday or for more than eight working hours of any day, Monday through Friday, or for more than four working hours on Saturday, shall, sufficiently in advance of the period of overtime, request the inspector in charge or his assistant to provide inspection service during such overtime period and shall upon receipt of notice from an authorized official of the Department reimburse the Secretary of Agriculture for the cost of such overtime, provided, that overtime compensation for work on any designated holiday shall be paid only in accordance with Section 302 of the Pay Act of 1945. The term "holiday" as used in this paragraph means national holidays so declared by Federal statute or Executive order. Sundays and holidays shall be regarded as beginning and ending at midnight.

J. B. Hutson

Acting Secretary

PERSONNEL 11-1

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 1241

Overtime Compensation for Meat Inspection Employees

Effective July 1, 1945, the provisions of this Memorandum shall govern the payment of overtime compensation to employees engaged in meat inspection work and Administrator's Memorandum No. 17, dated June 29, 1943, shall no longer be followed. The Act of July 24, 1919, making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1920, provides, in part, with respect to this matter:

"That hereafter the Secretary of Agriculture is authorized in his discretion to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the Meat Inspection Act of June 30, 1906, for all overtime work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

The Federal Employees Pay Act of 1945, approved June 29, 1945, specifically provides that:

"The provisions of this Act shall not operate to prevent payment for overtime services or extra pay for Sunday or holiday work in accordance with [the] Act of July 24, 1919 (U.S.C., 1940 edition, title 7, sec. 394), . . . Provided, That the overtime Sunday, or holiday services covered by such payment shall not also form a basis for overtime or extra pay under this Act."

On and after the effective date of this Memorandum, employees engaged in meat inspection work who come within the scope of the Act of July 24, 1919, shall be paid overtime compensation for work performed on Sunday or a holiday or for more than eight working hours of any day, Monday through Friday, or for more than four working hours on Saturday at the overtime rates of compensation prescribed by the Federal Employees Pay Act of 1945, but without consideration of the basis administrative work week.

The management of an establishment desiring to operate under conditions which will require the services of any employee of the Department of Agriculture who comes within the scope of the Act of July 24, 1919, on Sunday or a holiday or for more than eight working hours of any day, Monday through Friday, or for more than four working hours on Saturday, shall sufficiently in advance of the period of overtime, request the inspector in charge or h assistant to provide inspection service during such overtime period and shall upon rece of notice from an authorized official of the Department reimburse the Secretary of Agri culture for the cost of such overtime, provided, that overtime compensation for work on any designated holiday shall be paid only in accordance with Section 302 of the Pay Act of 1945. The term "holiday" as used in this paragraph means national holidays so de- clared by federal statute or executive order. Sundays and holidays shall be regarded a beginning and ending at midnight.

Acting Secretary

Req. 3556

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

September 8, 1945

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U.S.D.A.

MEMORANDUM NO. 1121, REVISED

Overtime Compensation for Meat Inspection Employees

Effective September 9, 1945, the provisions of this revised Memorandum shall govern the payment of overtime compensation to employees engaged in meat inspection work and Secretary's Memorandum No. 1121, dated August 27, 1945, shall no longer be followed. The Act of July 24, 1919, making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1920, provides, in part, with respect to this matter:

> "That hereafter the Secretary of Agriculture is authorized in his discretion to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the Meat Inspection Act of June 30, 1906, for all overtime work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

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> "The provisions of this Act shall not operate to prevent payment for overtime services or extra pay for Sunday or holiday work in accordance with /the/ Act of July 24, 1919 (U.S.C., 1940 edition, title 7, sec. 394), . . . Provided, That the overtime, Sunday, or holiday services covered by such payment shall not also form a basis for overtime or extra pay under this Act."

On and after the effective date of this Memorandum, employees engaged in meat inspection work who come within the scope of the Act of July 24, 1919, shall be paid overtime compensation for work performed on Saturday or Sunday or a holiday or for more than eight working hours of any day, Monday through Friday, at the overtime rates of compensation prescribed by the Federal Employees Pay Act of 1945, but without consideration of the basic administrative work week.

The management of an establishment desiring to operate under conditions which will require the service of any employee of the Department of Agriculture who comes within the scope of the Act of July 24, 1919, on Saturday or Sunday or a holiday or for more than eight working hours of any day, Monday through Friday, shall, sufficiently in advance of the period of overtime, request the inspector in charge or his assistant to provide inspection service during such overtime period and shall upon receipt of notice from an authorized official of the Department reimburse the Secretary of Agriculture for the cost of such overtime, provided, that overtime compensation for work on any designated holiday shall be paid only in accordance with Section 302 of the Pay Act of 1945.

The term "holiday" as used in the preceding paragraph means specifically New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of such national holidays, or national holidays so declared by Federal law or Executive order. Sundays and holidays shall be regarded as beginning and ending at midnight.

Secretary's Memorandum No. 1121, dated August 27, 1945, is hereby canceled.

Acting Secretary

The term "holiday" as used in the preceding paragraph means specifically New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of such national holidays, or national holidays so declared by Federal law or Executive order. Sundays and holidays shall be regarded as beginning and ending at midnight.

Secretary's Memorandum No. 1121, dated August 27, 1945, is hereby canceled.

Acting Secretary

Req. 4003

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 1, 1946

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JUL 3 1946
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MEMORANDUM NO. 1121, REVISION II

Overtime and Holiday Pay for Meat Inspection Employees

Effective July 1, 1946, the provisions of this Memorandum shall govern the payment of overtime pay and pay for holiday work to employees engaged in meat inspection work. Secretary's Memorandum No. 1121, Revised, dated September 8, 1945, is hereby canceled.

The Act of July 24, 1919, making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1920, provides, in part, with respect to this matter:

> "That hereafter the Secretary of Agriculture is authorized in his discretion to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the Meat Inspection Act of June 30, 1906, for all overtime work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

The Federal Employees Pay Act of 1945, approved June 29, 1945, specifically provides that:

> "The provisions of this Act shall not operate to prevent payment for overtime services or extra pay for Sunday or holiday work in accordance with /the/ Act of July 24, 1919 (U.S.C., 1940 edition, title 7, sec. 394), . . . Provided, That the overtime, Sunday, or holiday services covered by such payment shall not also form a basis for overtime or extra pay under this Act."

On and after the effective date of this Memorandum, employees engaged in meat inspection work who come within the scope of the Act of July 24, 1919, shall be paid at hourly overtime rates or shall receive extra holiday pay for work performed on Saturday or Sunday or a holiday, or for more than eight working hours of any day, Monday through Friday, as the case may be, in accordance with the provisions of the Federal Employees Pay Act of 1945, as amended, with the following exception: In computing the overtime pay to which these employees are entitled, no consideration shall be given to the provisions of the 1945 pay act, as amended, regarding the basic administrative workweek.

When the management of an establishment desires to operate on Saturday or Sunday or a holiday, or for more than eight working hours of any day, Monday through Friday, under conditions which will require the service of any employee of the Department of Agriculture who comes within the scope of the Act of July 24, 1919, it shall give sufficient advance notice to the inspector in charge or his assistant, requesting such service. The establishment shall, upon receipt of notice from an authorized official of the Department, reimburse the Secretary of Agriculture for the cost of all overtime service

PERSONNEL 11-1

and shall pay for the cost of all holiday work to the extent that the cost of such holiday work may be in excess of straight time.

The term "holiday" as used in the preceding paragraph means specifically New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of such national holidays, or national holidays so declared by Federal law or Executive order. Sundays and holidays shall be regarded as beginning and ending at midnight.

A. E. Dodd

Under Secretary

Req. 5557

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 8, 1945

MEMORANDUM NO. 1122

Termination of Wartime Equipment Controls

With the termination of hostilities it is deemed advisable to rescind certain wartime controls in the Department of Agriculture. Accordingly the following Secretary's Memoranda are hereby canceled:

Memorandum No. 996, Supplement 1, dated April 10, 1942, "Equipment Conservator".

Memorandum No. 996, Supplement 3, dated July 6, 1942, "Disposition of Surplus Office Equipment and Release of Space".

Memorandum No. 996, Supplement 5, dated October 1, 1942, "Speed Limit on Motor Vehicles". Operation of official vehicles will continue to be governed by the provisions of Department Regulation 1832.

Memorandum No. 996, Supplement 6, dated October 13, 1942, "General Order ODT 21" is canceled pursuant to the revocation of Order ODT 21-A (which superseded ODT 21) by the Office of Defense Transportation on August 16, 1945.

Memorandum No. 996, Supplement 10, dated March 18, 1943, "Department Equipment Management Council".

May I take this opportunity to express my appreciation to the agencies of the Department for the fine cooperation in this program which, although designed primarily to effect conservation of equipment, fuel, and rubber, likewise served to inculcate practices of economy which are an essential part of good management. Let us apply the experience gained through these wartime restrictions to increase the efficiency of our peacetime operations.

Acting Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

PUBLICATIONS 2-1

MEMORANDUM No. 1122

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Memorandum No. 996, Supplement 5, dated October 1, 1942, "Speed Limit on Motor Vehicles". Operation of official vehicles will continue to be governed by the provisions of Department Regulation 1858.

Memorandum No. 996, Supplement 6, dated October 16, 1942, "General Order OUT 21" is canceled pursuant to the revocation of Order OUT 21-A (which superseded OUT 21) by the Office of Defense Transportation on August 15, 1945.

Memorandum No. 996, Supplement 10, dated March 14, 1943, "Department Equipment Management Council".

May I take this opportunity to express my appreciation to the agencies of the Department for the fine cooperation in this program which, although designed primarily to effect conservation of equipment, fuel, and rubber, likewise served to inculcate practices of economy which are an essential part of good management. Let us apply the experience gained through these wartime restrictions to increase the efficiency of our peacetime operations.

Acting Secretary

Req. 3560

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U. S. D. A.

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 13, 1945

MEMORANDUM NO. 1123

## Fire Prevention Week

The President has proclaimed the week beginning October 7, 1945, as Fire Prevention Week and has expressed a desire that "every citizen assume a personal responsibility for detecting and eliminating fire hazards under his control and take all possible precautions to safeguard both lives and property from the ravages of fire". He has directed that appropriate agencies of the Federal Government assist in every practicable way. The President's Proclamation is printed on the reverse side of this Memorandum.

The Department of Agriculture has a definite responsibility to the 30,000,000 people who live in rural areas to assist in every possible way in promoting fire prevention programs. Therefore, I ask that all agencies of the Department emphasize this program in their daily contacts with farmers and farm organizations and in other appropriate ways. I request that all employees cooperate fully with rural agencies and organizations in their plans to make this an effective program.

All agencies having custody of commodities, equipment, or supplies are to see that proper fire inspections are made, hazards eliminated, and appropriate safeguards established. Buildings and other property occupied by the Department are to be inspected. The aid of local fire departments should be enlisted wherever possible in arranging periodic inspections. It is my desire that appropriate arrangements be made to safeguard the Department's operations against fire on a continuing basis throughout the year.

The facilities of the Department Safety Council will be available to any agency for technical advice on matters pertaining to Fire Prevention Week and year-round fire prevention programs.

In addition to their official responsibility for protecting themselves, their fellow employees, and Department property from the dangers of fire, all employees are strongly urged to protect their families and homes by diligently seeking out and eliminating all possible fire hazards.

Secretary

FIRE

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 13, 1945

MEMORANDUM NO. 1123

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Secretary

FIRE PREVENTION WEEK, 1945

by the President of the United States
of America

A PROCLAMATION

WHEREAS uncontrolled fire, even in normal times, takes a heavy toll of our human and physical resources; and

WHEREAS the needless waste of lives and property occasioned each year by preventable fires has attained increasingly grave proportions; and

WHEREAS a high degree of individual responsibility and united effort are necessary to overcome this national menace;

NOW, THEREFORE, I, HARRY S. TRUMAN, President of the United States of America, do hereby designate the week beginning October 7, 1945, as Fire Prevention Week.

I earnestly desire that every citizen assume a personal responsibility for detecting and eliminating fire hazards under his control and take all possible precautions to safeguard both lives and property from the ravages of fire. I also request that the State and local governments, the Chamber of Commerce of the United States, the National Fire Waste Council, business and labor organizations, the churches and schools, civic groups, and the various agencies of the press, radio, and motion-picture industry throughout the country bend every effort to the attainment of the objectives of Fire Prevention Week; and I direct that the appropriate agencies of the Federal Government likewise assist in every practicable way the enlightenment of the public with respect to the purposes of a sound fire-prevention program.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the United States of America to be affixed.

DONE at the city of Washington this 22nd day of August in the year of our Lord nineteen hundred and forty-five, and of the Independence of the United States of America the one hundred and Seventieth.

HARRY S. TRUMAN

By the President:

JAMES F. BYRNES,
Secretary of State.

FIRE PREVENTION WEEK, 1945

By the President of the United States
of America

A PROCLAMATION

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HARRY S. TRUMAN

By the President:

JAMES F. BYRNES,
Secretary of State.

Req. 3563

UNITED STATES DEPARTMENT OF AGRICULTURE
Washington 25, D. C.

MEMORANDUM NO. 1124 September 12, 1945
~~GENERAL DEPARTMENTAL CIRCULAR NO.~~

Department Poultry Committee

The Department Poultry Committee will serve as a central point of reference for appropriate matters relating to poultry and poultry products. The Committee will facilitate interchange of information and discussion of operating problems and programs which concern more than one agency of the Department.

Operating through appropriate administrative channels, the Committee should arrange for the various agencies of the Department to be kept currently informed of progress and results obtained on research projects both in production and marketing, including projects conducted by the Department, the agricultural colleges, State Departments of Agriculture, and other public and private agencies; arrange to keep the poultry industry informed of such progress and results by publication, conferences, or other appropriate means; consider and recommend the development of new projects; obtain industry advice through industry advisory committees or other appropriate means; and generally to coordinate and facilitate in every practicable way activities designed to aid the industry in developing new and improved methods of production and marketing from both the short- and long-time points of view.

On general policy and procedural matters pertaining to the work of the Committee, the Chairman will report to Mr. Nathan Koenig, Executive Assistant to the Secretary.

The following persons are appointed members of the Committee:

W. D. Termohlen, Production and Marketing Administration, Chairman
T. C. Byerly, Agricultural Research Administration, Vice-Chairman
Arthur W. True, Production and Marketing Administration
H. W. Marston, Agricultural Research Administration
H. W. Schoening, Agricultural Research Administration
E. C. Elting, Agricultural Research Administration
W. K. Charles, Office of Information
H. L. Shrader, Extension Service
G. G. Levin, Bureau of Agricultural Economics
E. S. Kimball, Jr., Bureau of Agricultural Economics
Ralph Obier, Farm Security Administration
J. J. Scanlan, Farm Credit Administration
F. L. Connor, Rural Electrification Administration
Daniel W. Teare, alternate
A. W. Manchester, Production and Marketing Administration
H. C. F. Hamann, Production and Marketing Administration
J. W. Kinghorne, Production and Marketing Administration

COMMITTEES 3

The Committee may establish such subcommittees as it sees fit.

General Departmental Circular No. 23, dated January 29, 1944, is hereby canceled.

Secretary

Reg. 3630

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
FEB 15 1949
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

MEMORANDUM NO. 1124, Rev. 1 February 11, 1949.

Department Poultry Committee

Since the issuance of Memorandum No. 1124, September 12, 1945, authorizing the functioning of the Department Poultry Committee, certain organizational changes, as well as changes in agency representation, have occurred. This Memorandum authorizes the continuance of this Committee composed of the membership and agency representation as herein indicated.

The Department Poultry Committee will serve as a central point of reference for appropriate matters relating to poultry and poultry products. The Committee will facilitate interchange of information and discussion of operating problems and programs which concern more than one agency of the Department.

Operating through appropriate administrative channels, the Committee should arrange for the various agencies of the Department to be kept currently informed of progress and results obtained on research projects both in production and marketing, including projects conducted by the Department, the agricultural colleges, State Departments of Agriculture, and other public and private agencies; arrange to keep the poultry industry informed of such progress and results by publication, conferences, or other appropriate means; consider and recommend the development of new projects; obtain industry advice through industry advisory committees or other appropriate means; and generally to coordinate and facilitate in every practicable way activities designed to aid the industry in developing new and improved methods of production and marketing from both the short- and long-time points of view.

On general policy and procedural matters pertaining to the work of the Committee, the Chairman will report to

The following persons are appointed members of the Committee:

W. D. Termohlen, Production and Marketing Administration, Chairman
T. C. Byerly, Agricultural Research Administration, Vice-Chairman
J. W. Kinghorne, Production and Marketing Administration, Secretary
R. F. Croom, Production and Marketing Administration
Hubert R. Bird, Agricultural Research Administration
H. W. Schoening, Agricultural Research Administration
S. H. Work, Agricultural Research Administration
E. R. McIntyre, Office of Information
H. L Shrader, Extension Service

COMMITTEES 2

George B. Rogers, Bureau of Agricultural Economics
E. S. Kimball, Jr., Bureau of Agricultural Economics
M. H. Williams, Farmers Home Administration
J. J. Scanlan, Farm Credit Administration
E. C. Weitzell, Rural Electrification Administration
Harry C. Trelogan, Office of Administrator, Research and Marketing Act
Esther L. Batchelder, Agricultural Research Administration

The Committee may establish such sub-committees as it deems necessary.

Charles F. Brannan
Secretary

2-Memorandum No.

George B. Rogers, Bureau of Agricultural Economics
E. S. Kimball, Jr., Bureau of Agricultural Economics
M. H. Williams, Farmers Home Administration
J. J. Scanlan, Farm Credit Administration
E. C. Weitzell, Rural Electrification Administration
Harry C. Trelogan, Office of Administrator, Research and Marketing Act
Esther L. Batchelder, Agricultural Research Administration

The Committee may establish such sub-committees as it deems necessary.

Secretary

Req. 3565

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 19, 1945

FILED
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U. S. D. A.

MEMORANDUM NO. 1125

Termination of Government Mileage Conservation Program

With the cessation of Gasoline Rationing on August 15, 1945, the Government Mileage Conservation Program instituted by the President in his letter of February 23, 1943, and promulgated in the Department by Memorandum No. 996, Supplement 9, dated March 5, 1943, is hereby terminated.

During the two year period of operation of this program, the fine support of the agencies and the cordial cooperation of their Mileage Administrators resulted in a savings of 242, 069,570 vehicle-use miles, which represents an average annual reduction of 40.67% below the departmental vehicle-use mileage in 1941 which was the basis for comparison.

This is a remarkable accomplishment under the trying conditions of wartime, achieved by careful management and represents a gratifying fulfillment of the President's request. The Mileage Administrators of the various bureaus and agencies of the Department are to be commended for a job well done.

Memorandum No. 996, Supplement 9, dated March 5, 1943, and General Departmental Circular No. 27, dated February 23, 1944, are hereby cancelled.

Secretary

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

VEHICLES 8

Req. 3566

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED
PLEASE RETURN TO
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U. S. D. A.

September 19, 1945

MEMORANDUM NO. 1126

Department Exhibits

Memorandum No. 1010 of May 18, 1942, limiting Department exhibits under wartime conditions, is hereby revoked.

Agricultural exhibits may be prepared for such use as limited personnel, funds and materials, and transportation conditions will allow for the current exhibits season. For future work, the regular activities may be resumed within the framework of the Department policy on exhibits.

Charles F. Brannan
Assistant Secretary

EXHIBITS

MEMORANDUM NO. 1126

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Agricultural exhibits may be prepared for such use as limited personnel, funds and materials, and transportation conditions will allow for the current exhibits season. For future work, the regular activities may be resumed within the framework of the Department policy on exhibits.

Assistant Secretary

COMMITTEES

Req. 3567

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U.S.D.A.

DEPARTMENT OF AGRICULTURE
WASHINGTON

September 21, 1945

SECRETARY'S MEMORANDUM 1127

Appointment of an Area Chairman for the
Area III Agricultural Equipment Committee

By nomination of the Area III Agricultural Equipment Committee and upon recommendation of the Director of Finance, Mr. B. M. Morton of the Farm Security Administration at Milwaukee, Wisconsin, is hereby appointed Area Chairman of that Committee vice Mr. James Scammahorn who has transferred to the Office of Budget and Finance.

Charles F. Brannan
Assistant Secretary

COMMITTEES 3-2

SECRETARY'S MEMORANDUM 1727

Appointment of an Area Chairman for the
Area III Agricultural Equipment Committee

By nomination of the Area III Agricultural Equipment Committee and upon recommendation of the Director of Finance, Mr. E. M. Morton of the Farm Security Administration at Milwaukee, Wisconsin, is hereby appointed Area Chairman of that Committee vice Mr. James Seemanson who has transferred to the Office of Budget and Finance.

Secretary

Req. 3570

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 4, 1946

MEMORANDUM NO. 1127, SUPPLEMENT 1

Appointment of an Area Chairman for the
Area IV Agricultural Equipment Committee

By nomination of the Area IV Agricultural Equipment Committee on November 4, 1946, and upon recommendation of the Director of Finance, Mr. F. R. Mangham of the Soil Conservation Service at Fort Worth, Texas, is hereby appointed Area Chairman of that Committee vice Mr. Hollis R. Williams, who has recently transferred to another position with the Soil Conservation Service at Little Rock, Arkansas.

Charles F. Brannan
Assistant Secretary

COMMITTEES 3-2

Reg. 3459

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 16, 1947.

MEMORANDUM NO. 1127, SUPPLEMENT 2

FILED
JUN 16 1947
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U.S.D.A.

Appointment of an Area Chairman for the Area III Agricultural Equipment Committee

By nomination of the Area III Agricultural Equipment Committee on May 27, 1947, and upon recommendation of the Director of Finance, Mr. C. D. Thomas of the Soil Conservation Service at Milwaukee, Wisconsin, is hereby appointed Area Chairman of that Committee vice Mr. B. M. Morton, who has recently transferred to another position with the Farmers Home Administration at Indianapolis, Indiana.

M. E. Dodd
Under Secretary

COMMITTEES 3

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 15, 1937

ADMINISTRATIVE NO. 1127. SUPPLEMENT 2

Appointment of an Area Chairman for the
Area III Agricultural Engineering Committee

By resolution of the Area III Agricultural Engineering Committee on May 27, 1937, and upon recommendation of the Director of Finance, Mr. W. D. Tinsley of the Soil Conservation Service at Milwaukee, Wisconsin, is hereby appointed Area Chairman of that Committee vice Mr. R. M. Horton, who has recently transferred to another position with the Extension Service Administration at Indianapolis, Indiana.

Secretary of Agriculture

Ref. 3529

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
AUG 11 1948
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U.S.D.A.

August 10, 1948.

MEMORANDUM NO. 1127, SUPPLEMENT 3

Appointment of an Area Chairman for the
Area VII Agricultural Equipment Committee

By nomination of the Area VII Agricultural Equipment Committee on July 23, 1948, and upon recommendation of the Director of Finance, Mr. L. K. Mays of the Forest Service at Portland, Oregon, is hereby appointed Area Chairman of that Committee vice Mr. Floyd V. Horton, deceased.

Charles F. Brannan
Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 1127, SUPPLEMENT 3

Appointment of an Area Chairman for the
Area VII Agricultural Equipment Committee

By resignation of the Area VII Agricultural Equipment Committee on July 23, 1942, and upon recommendation of the Director of Finance, Mr. L. K. Hays of the Forest Service at Portland, Oregon, is hereby appointed Area Chairman of that Committee vice Mr. Floyd V. Burton, deceased.

Secretary

Requisition 36 52

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED

MAY 27 1949

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U. S. D. A.

May 24, 1949.

MEMORANDUM NO. 1127, SUPPLEMENT 4

Appointment of an Area Chairman for the
Area III Agricultural Equipment Committee

By nomination of the Area III Agricultural Equipment Committee and upon recommendation of the Director of Finance, Mr. Richard Bender of the Production and Marketing Administration at Chicago, Illinois, is hereby appointed Area Chairman of that Committee vice Mr. C. D. Thomas, effective July 1, 1949.

A. J. Loveland

Under Secretary

COMMITTEES 2

UNITED STATES DEPARTMENT OF AGRICULTURE 4
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 4, 1951 11

MEMORANDUM NO. 1127, SUPPLEMENT 5 16

1 spare

Appointment of an Area Chairman for the
Area III Agricultural Equipment Committee

By nomination of the Area III Agricultural Equipment Committee and upon recommendation of the Director of Finance, Mr. John L. Schultz of the Forest Service at Milwaukee, Wisconsin, is hereby appointed Area Chairman of that Committee vice Mr. Richard Bender, effective April 2, 1951.

B. T. Hutchinson

Assistant Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 4, 1951

MEMORANDUM NO. 1127, SUPPLEMENT 5

Appointment of an Area Chairman for the
Area III Agricultural Equipment Committee

By nomination of the Area III Agricultural Equipment Committee and upon recommendation of the Director of Finance, Mr. John I. Sombits of the Forest Service at Milwaukee, Wisconsin, is hereby appointed Area Chairman of that Committee vice Mr. Richard Benner, effective April 5, 1951.

Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

August 23, 1951

MEMORANDUM NO. 1127, SUPPLEMENT 6

Appointment of an Area Chairman for the Area IV Agriculture Equipment Committee.

By nomination of the Area IV Agriculture Equipment Committee and upon recommendation of the Director of Finance, Mr. V. S. Twaddell of the Farmers Home Administration, Dallas, Texas, is hereby appointed Area Chairman of that Committee vice Mr. F. R. Mangham, effective August 16, 1951.

Acting Secretary

COMMITTEES 2

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

August 23, 1951

MEMORANDUM NO. 1127, SUPPLEMENT 6

Appointment of an Area Chairman for the
Area IV Agriculture Equipment Committee.

By nomination of the Area IV Agriculture Equipment Committee and upon recommendation of the Director of Finance, Mr. V. S. Twadell of the Farmers Home Administration, Dallas, Texas, is hereby appointed Area Chairman of that Committee vice Mr. T. R. Mangham, effective August 16, 1951.

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

April 17, 1953

MEMORANDUM NO. 1127, SUPPLEMENT ~~10~~ 5 REVISION 1

Appointment of an Area Chairman for the Area III Agriculture Equipment Committee

By nomination of the Area III Agriculture Equipment Committee on March 31, 1953, and upon recommendation of the Director of Finance, Mr. R. K. Smith of the Bureau of Entomology and Plant Quarantine, Minneapolis, Minnesota, is hereby appointed Area Chairman of that Committee vice Mr. John L. Schultz, effective May 1, 1953.

R. D. Applin

Director, Departmental Administration

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

April 17, 1953

MEMORANDUM NO. 1127, SUPPLEMENT 10 - REVISION 1

Appointment of an Area Chairman for the Area III
Agricultural Equipment Committee

By nomination of the Area III Agricultural Equipment Committee on March 31, 1953, and upon recommendation of the Director of Finance, Mr. R. E. Smith of the Bureau of Entomology and Plant Quarantine, Minneapolis, Minnesota, is hereby appointed Area Chairman of that Committee vice Mr. John L. Schultz, effective May 1, 1953.

R. E. Hopkins

Director, Departmental Administration

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 9 1955

MEMORANDUM NO. 1127 Revision 1

Appointment of Area Chairmen to Area Agriculture Equipment Committees

By nomination of the respective Area Agriculture Equipment Committees and upon recommendation of the Director of Finance, Area Chairmen are hereby appointed to serve during the 1956 fiscal year as follows:

| Area | Chairman |
|---|---|
| I | Ross L. Stump, Forest Service<br>Upper Darby, Penna. |
| II | Herbert G. Knoch, Forest Service,<br>Atlanta, Georgia |
| IV | Donnell F. Webb, Soil Conservation Service,<br>Little Rock, Arkansas |
| V | David S. Nordwall, Forest Service<br>Denver, Colorado |
| VI | Sidney J. Adams, Agricultural Research Service,<br>Albany, California |
| VII | L. K. Mays, Forest Service<br>Portland, Oregon |

Circumstances prevent the appointment of the nominee of the Committee for the Area III Chairmanship. Therefore, and upon recommendation of the Director of Finance, Mr. Richard C. Bender, Agricultural Marketing Service, Chicago, Illinois is hereby appointed Area Chairman of the Area III Agriculture Equipment Committee to serve during the 1956 fiscal year.

Ralph S. Roberts
Administrative Assistant Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 3 1954

MEMORANDUM NO. 1127, SUPPLEMENT 12

Appointment of Area Chairmen to Area Agriculture Equipment Committees

By nomination of the respective Area Agriculture Equipment Committees and upon recommendation of the Director of Finance, Area Chairmen are hereby appointed as follows:

| Area | Chairman |
|---|---|
| I | Ross L. Stump, Forest Service, Philadelphia, Pennsylvania |
| III | R. K. Smith, Agricultural Research Service, Minneapolis, Minnesota |
| V | David S. Nordwall, Forest Service, Denver, Colorado |
| VI | Sidney J. Adams, Agricultural Research, Service Albany, California |
| VII | L. K. Mays, Forest Service, Portland, Oregon |

The above appointments are effective immediately except that Mr. Nordwall's appointment shall become effective July 1, 1954.

Ralph A. Salmon

Administrative Assistant Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 2, 1954

MEMORANDUM NO. 1127, SUPPLEMENT 1/2

Appointment of Area Directors to Area Marketing
Equipment Committees

By nomination of the respective Area Agricultural Equipment Committees and upon recommendation of the Director of Finance, Area Directors are hereby appointed as follows:

| Area | Chairman |
|---|---|
| I | Rose L. Stamp, Forest Service, Philadelphia, Pennsylvania |
| III | A. R. Smith, Agricultural Research Service, Minneapolis, Minnesota |
| V | David S. Mordwell, Forest Service, Denver, Colorado |
| VI | Sidney J. Adams, Agricultural Research Service Albany, California |
| VII | L. E. Mayo, Forest Service, Portland, Oregon |

The above appointments are effective immediately except that Mr. Mordwell's appointment shall become effective July 1, 1954.

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

April 27 1954

1127

MEMORANDUM NO. ~~996~~, SUPPLEMENT 11, ~~REV. 1~~

Appointment of an Area Chairman for the Area II Agriculture Equipment Committee

By nomination of the Area II Agriculture Equipment Committee on April 9, 1954, and upon recommendation of the Director of Finance, Mr. Herbert G. Knoch of the Forest Service, Atlanta, Georgia, is hereby reappointed Area Chairman of that Committee, effective as of this date.

Ralph S. Roberts
Administrative Assistant Secretary

R H. McIntyre B.F.

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

December 17, 1953.

MEMORANDUM NO. 1127, SUPPLEMENT 10

Appointment of an Area Chairman for the Area VI Agriculture Equipment Committee

Upon recommendation of the Director of Finance, Mr. S. J. Adams, Western Utilization Branch, Agricultural Research Service, Albany, California, is hereby appointed Acting Area Chairman of the Area VI Agriculture Equipment Committee vice Mr. W. V. Benedict, who is being transferred to Washington, D. C. This appointment is made pending election of a Chairman in accordance with established procedures.

Ralph S. Roberts
Administrative Assistant Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

SUPPLEMENT TO DEPARTMENT CIRCULAR NO. 1127

Appointment of an Area Director for the Area
VI Agricultural Engineering Committee

Upon recommendation of the Director of Finance, Mr. C. J. Adams, Western Utilization Branch, Agricultural Research Service, Albany, California, is hereby appointed Acting Area Chairman of the Area VI Agricultural Engineering Committee vice Mr. K. V. Beadle, who is being transferred to Washington, D. C. This appointment is made pending election of a Chairman in accordance with established procedures.

Ralph S. Roberts
Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 1, 1952

MEMORANDUM NO. 1127, SUPPLEMENT 9

Appointment of an Area Chairman for the
Area I Agriculture Equipment Committee

By nomination of the Area I Agriculture Equipment Committee on May 13, 1952, and upon recommendation of the Director of Finance, Mr. A. S. Barnhart of the Soil Conservation Service, Upper Darby, Pennsylvania, is hereby appointed Area Chairman of that Committee vice Mr. W. J. Gross.

Assistant Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 16, 1952

MEMORANDUM NO. 1127, SUPPLEMENT 8

Appointment of an Area Chairman for the Area VII Agriculture Equipment Committee

By nomination of the Area VII Agriculture Equipment Committee and upon recommendation of the Director of Finance, Mr. A. W. Middleton of the Soil Conservation Service, Portland, Oregon, is hereby appointed Area Chairman of that Committee vice Mr. L. K. Mays, effective July 2, 1952.

C. J. McCormick

Under Secretary

W. J. Gross.
B+7
7/7/52

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

March 7, 1952

MEMORANDUM NO. 1127, SUPPLEMENT 7

Appointment of an Area Chairman for the Area V Agriculture Equipment Committee

By nomination of the Area V Agriculture Equipment Committee and upon recommendation of the Director of Finance, Mr. M. W. Thompson of the Forest Service, Denver, Colorado, is hereby appointed Area Chairman of that Committee vice Mr. H. C. Cole, effective March 10, 1952.

B. T. Hutchinson

Assistant Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

March 7, 1952

MEMORANDUM NO. 1127, SUPPLEMENT 7

Appointment of an Area Chairman for the
Area V Agricultural Equipment Committee

By nomination of the Area V Agricultural Equipment Committee and upon recommendation of the Director of Finance, Mr. F. W. Thompson of the Forest Service, Denver, Colorado, is hereby appointed Area Chairman of that Committee vice Mr. H. C. Cole, effective March 10, 1952.

Assistant Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

April 27 1954

MEMORANDUM NO. 1127, SUPPLEMENT 6, REVISION 3

Appointment of an Area Chairman for the Area IV Agriculture Equipment Committee

By nomination of the Area IV Agriculture Equipment Committee on April 9, 1954, and upon recommendation of the Director of Finance, Mr. Donnell F. Webb of the Soil Conservation Service, Fort Worth, Texas, is hereby appointed Area Chairman of that Committee, effective as of this date.

The Area IV headquarters will move to Little Rock, Arkansas, at such time as Mr. Webb's transfer to the SCS Arkansas State Office becomes effective.

Ralph S. Roberts
Administrative Assistant Secretary

R S McIntyre B.F

COMMITTEES

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

November 16, 1953.

MEMORANDUM NO. 1127, SUPPLEMENT 6, REVISION 2

Appointment of an Area Chairman for the Area IV Agriculture Equipment Committee

Upon recommendation of the Director of Finance, Mr. D. F. Webb, Soil Conservation Service, Fort Worth, Texas, is hereby appointed Acting Area Chairman of the Area IV Agriculture Equipment Committee vice Mr. Max W. Ulery, who has transferred from the Department. This appointment is made pending election of a Chairman in accordance with established procedures.

Ralph S. Roberts
Administrative Assistant Secretary

COMMITTEES 2

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 14, 1952

MEMORANDUM NO. 1127, SUPPLEMENT ~~8~~ 6 Rev. 1

Appointment of an Area Chairman for the Area IV Agriculture Equipment Committee

By nomination of the Area IV Agriculture Equipment Committee on June 6, 1952, and upon recommendation of the Director of Finance, Mr. Max W. Ulery of the Farmers' Home Administration, Dallas, Texas, is hereby appointed Area Chairman of that Committee vice Mr. V. S. Twaddell.

R. H. Hutchinson

Assistant Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 25, 1945

MEMORANDUM NO. 1128

Care in the Handling and Expenditure of Government Funds

There is quoted below a message from the President to the Heads of the Departments and Agencies of the Federal Government:

> "Throughout the war period I have been concerned with the necessity of extreme care in the handling of government funds, especially when expenditures are at such unprecedented levels and so many officials are charged with disbursement of these funds. I am certain that you share my satisfaction that there has been so little evidence of abuse, and that you also share my strong desire that this good record shall be preserved.
>
> "Therefore, I am asking you and the other Department and Agency heads to express and underscore my determination to insure the most exacting review of expenditures in every instance where there is the slightest ground to suspect either misuse or careless handling of government funds. Any such instance should be investigated promptly and, where appropriate, a vigorous disciplinary action should be invoked. I trust that you will transmit this message to your staff and supplement it with appropriate instructions of your own."

As you know, the policy expressed by the President has been the continuing policy of this Department as reflected particularly in Department Regulations 2912, 2913, 3113, 3116, 3172, and other pertinent regulations and memoranda.

This is a good time for us to check and reappraise our organization and staffing, and our fiscal and administrative procedures and requirements, to make sure that our controls are adequate in design and effective in operation, all down the line. Accordingly, the head of each agency is requested to arrange for an immediate review of the existing situation in his organization to determine whether the requirements and procedures presently established (1) are adequate to prevent the misuse or careless handling of public funds, (2) meet the fiscal responsibilities placed upon bureau chiefs and delegated in turn to other officials, and (3) are in accord with the requirements of law and the policies of the Department as expressed in the regulations and various memoranda. Corrective action should be taken immediately if determined to be necessary in meeting these requirements.

APPROPRIATIONS 3

In addition, adequate inspection and reviews of operations, both Washington and field, are necessary as a "follow through" process to determine that procedures and requirements are being adhered to, insure that only proper and necessary expenditures of Government funds are being made, and see that any misuse of Government funds is promptly investigated and reported for required action.

In the interest of the Department and its employees, bureau chiefs are requested to see that bureau personnel are acquainted with Department Regulation 3116 which includes the requirement that "Any employee who has reason to believe that any . . . irregularity, falsification, discrepancy, or claim exists will report it either directly, or through the chief of bureau to the Secretary for appropriate action."

In the event such bureau reviews indicate the necessity or desirability of modification or strengthening of either Departmental or over-all Governmental requirements or procedures involving the handling or expenditure of public funds, such items should be promptly brought to the attention of this office, for appropriate consideration and action.

The President's message shall be sent to all officials in Washington and the field.

Secretary

Req. 3571

DEPARTMENT OF AGRICULTURE

WASHINGTON

October 3, 1945

MEMORANDUM NO. 1129

Meetings

The Office of Defense Transportation has announced the removal of limitations on the holding of conventions, group meetings, and trade shows. Accordingly, General Departmental Circular No. 7, Revision 1, dated January 23, 1945, and Supplement 1, dated June 12, 1945, are canceled.

The Director of the Office of Defense Transportation has asked that meetings be deferred whenever possible and that necessary meetings be kept small until after the peak of the troop movement early next year.

Attention is called to Regulation 1512 relating to attendance at meetings.

Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

TRAVEL

Req. 3579

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

October 19, 1945

MEMORANDUM NO. 1130

Foreign Food Programs

Executive Order 9630 of September 27, 1945, which abolished the Foreign Economic Administration, transferred to the Department of Agriculture "the functions of the Office of Foreign Food Programs and all other functions of the Administration with respect to food (as defined in paragraph 10 of Executive Order No. 9280 of December 5, 1942), food machinery, and other food facilities." The transfer of certain of these functions and the employees concerned is effective at the close of business October 20, 1945.

There is temporarily established in the Production and Marketing Administration a Foreign Food Programs Branch, to which the functions and employees transferred from the Foreign Economic Administration are hereby assigned. The Administrator, Production and Marketing Administration, is authorized to reassign to other organizational units in the Production and Marketing Administration any of the functions so assigned, and to detail the employees of the Foreign Food Programs Branch to other organizational units in the Production and Marketing Administration or to the Reconstruction Finance Corporation in accordance with established Departmental procedures.

J. B. Hutson

Acting Secretary

ORGANIZATION 1 (PMA)

Req. 3581

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED
PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

October 2 4, 1945

MEMORANDUM NO. 1131

## Reemployment and Retention of Veterans

I wish to call your attention to and wholeheartedly endorse the policy of the Department on reemployment of veterans as stated in General Departmental Circular No. 53 issued October 9, 1944.

Reductions in force may result from reorganization of the Department's activities or due to lack of work or funds. Veterans have legal rights for retention in the service under those conditions. The obligation to continue them in employment status is Department-wide where there are positions available which they can fill. It is the policy of the Department to observe the spirit and intent as well as the letter of the law dealing with veterans' rights.

The Director of Personnel, on the basis of the legal requirements and regulations of the Civil Service Commission, will issue procedural instructions for giving force and effect to these requirements.

Each administrator and supervisor is personally responsible for seeing that the obligations for reemployment and retention of veterans are adequately met.

Secretary

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

ECONOMICS 6-1-1

Req. 3023

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

February 14, 1946

FILED
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MEMORANDUM NO. 1131, Supplement 1

Appointment of a Veterans' Advisory Committee

As an aid in giving full force and effect to the announced policy of the Department with respect to the reemployment and retention of veterans, the following employees of the Department are appointed as members of a Veterans' Advisory Committee. They served as members of the armed forces in World War I and World War II. They represent the Army, Navy, Marines, and Coast Guard. The majority of them saw active combat duty, and served as privates, non-commissioned, and commissioned officers. A large majority of them were selected from the agencies of the Department employing the greatest number of veterans.

| | | |
|---|---|---|
| Perkins Coville | Clyde Johnson | Thomas J. Pugliese |
| K. V. Zahn | Wingate E. Underhill | Philip Brown |
| K. C. Shelver | Robert J. Marquette | James C. Peterson |

This Veterans' Advisory Committee will:

1. Consider and make recommendations on matters of policy and procedure referred to it by the Director of Personnel,

2. On its own initiative recommend to the Director of Personnel changes in policy and procedure or adoption of new policies and procedure pertaining to the reemployment and retention of veterans,

3. Consider and give advice to the Director of Personnel on individual personnel actions affecting veterans referred to it by the Director of Personnel.

Secretary

COMMITTEES 3

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

February 4, 1946

MEMORANDUM NO. 1131, Supplement 1

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2. On its own initiative recommend to the Director of Personnel changes in policy and procedure or adoption of new policies and procedure pertaining to the reemployment and retention of veterans.

3. Consider and give advice to the Director of Personnel on individual personnel actions affecting veterans referred to it by the Director of Personnel.

Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 10, 1946

MEMORANDUM NO. 1131, SUPPLEMENT 2

Reemployment and Retention of Veterans

The policy of the Department of Agriculture with respect to returning veterans is hereby amended effective immediately as follows:

1. War Service employees or Temporary employees may be displaced without respect to competitive areas or levels in order to provide vacancies for the placement or promotion of career service veterans of World War II or career service employees (non veterans) at any time. The vacancies may be created by either reduction in force or retreat procedure. The Director of Personnel and those designated by him are authorized to administer and to order such placements.

2. No new appointments in the Department of Agriculture will be made without certification on the appointment paper by the employment officer authorizing such appointment that "no qualified veteran or career service employee in this jurisdictional area is available and willing to take this position".

3. Promotions of War Service employees or Temporary employees will not be made without certification on the appointment paper by the appointing officer that "no qualified career service veteran or career service employee in this jurisdictional area is available and willing to take this position".

4. Returned career service veterans will be given preference when their qualifications are equal to career service employees with whom they are in competition for promotion.

5. Any veteran who considers that he has not received equitable treatment with respect to the position to which he has been restored or promoted subsequent to military service should feel free to present his case to his Personnel Officer orally or in writing; and if he then is still not satisfied, he may further present the case in writing to the Director of Personnel through his Personnel Officer.

6. No returned veteran or career service employee shall be separated from the Department of Agriculture without a certification on the official action as follows: "There are no war service or temporary

PERSONNEL 15

DEPARTMENT OF AGRICULTURE

WASHINGTON

appointees on the rolls in this jurisdictional area of employment in positions for which this employee is qualified and willing to accept." which he is

Charles F. Brannan

Acting Secretary

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Acting Secretary

Req. 3546

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

October 8, 1946

FILED
OCT 9 1946
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U. S. D. A.

MEMORANDUM NO. 1131, SUPPLEMENT 3

Reemployment and Retention of Veterans

Memorandum No. 1131, Supplement 2, is hereby amended as follows:

1. Delete the words "(non veterans)" from lines 4 and 5 of Section 1.

M. E. Dodd
Under Secretary

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

PERSONNEL 10-7

FILED

DEPARTMENT OF AGRICULTURE

WASHINGTON

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U.S.D.A.

October 26, 1945

MEMORANDUM NO. 1132

STATE AND COUNTY U. S. D. A. COUNCILS

1. There is hereby established in each State and in each County a U. S. D. A. Council. It shall be the function and responsibility of each council to help the agencies of the Department to coordinate their respective activities. In addition, the council shall provide a medium for the exchange of information and the discussion of the problems of mutual interest to the agencies represented and for carrying out such assignments as may be made by the Secretary from time to time. These councils shall work closely with other groups in the localities involved and their activities with respect to the programs of the Department shall at all times be such as to render maximum assistance in meeting the special needs of each locality.

2. Each State U. S. D. A. Council shall consist of the heads of the State officies of the constituent agencies of the Department as well as any regional or branch officers of the Department designated for the purpose by the head of such agency. Membership in the State Council shall be extended to the Director of the State Extension Service and to the Director of the State Experiment Station. Membership may also be extended by the council to the head of any interested State agricultural agency.

3. Each U. S. D. A. County Council shall consist of the heads of the offices of the constituent agencies of the Department in the County and membership shall be extended to the heads of the Production Credit Association, the National Farm Loan Association and the Rural Electrification Administration Cooperative in the County, the County Agent, the County Home Demonstration Agent, and the County FSA Home Supervisor. There shall be maintained in the Department in Washington a file as to the composition of each council, and in the office of each State Chairman as to the composition of each county council within that State. Each council chairman shall be responsible for supplying sufficient information for this purpose.

4. Each State and County Council shall be headed by a chairman and shall have a secretary, such officers to be elected as hereinafter provided. Each council shall meet at least once a month at a date, time, and place to be determined by it. It shall be the duty of the

ORGANIZATION /

chairman to call and preside over the meetings of the council and to see that its functions are properly discharged. It shall be the duty of the secretary to record the agenda of the meetings together with a brief summary of such actions as are taken at such meetings and any other significant or important matters which the council determines should be brought to the attention of the State Council or the Secretary of Agriculture.

5. During the month of December in each year, the incumbent chairman of each council shall provide for the election of the officers for the ensuing year. In the event of a vacancy, the chairman, or the secretary in the absence of the chairman, shall provide for a special election for the remainder of the unexpired term. In order to provide for the establishment of the council without further delay, however, before November 30, 1945, the present chairman or acting chairman of each U. S. D. A. War Board shall call a meeting of the members of the council for his location as herein designated for the purpose of electing officers to serve until January 1, 1947.

6. The councils shall, as of December 1, 1945, succeed the U. S. D. A. War boards, except that the councils will continue to exercise in the name of the War Boards the functions relative to Selective Service assigned by WFA Memorandum No. 31, Revised.

7. All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions hereof.

The U. S. D. A. War Boards which are succeeded by the councils established by this memorandum have reason to be proud of their invaluable assistance to Agriculture and to the nation throughout the war period. Their work is deeply appreciated by the Department. The tasks of peace are no less difficult than those of war and I know that the councils will render equally valuable service to Agriculture in the future. As we carry on together, I shall feel free to communicate with the councils directly from time to time as the occasion arises.

Secretary

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Secretary

Req. 3584

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

November 7, 1945

FILED
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SECRETARY'S RECORDS
U. S. D. A.

MEMORANDUM NO. 1133

Docket Procedure

All programs and amendments thereto or documents issued in connection therewith which require approval of the Secretary of Agriculture shall be submitted to the Secretary in docket form.

The docket with respect to any such program shall contain:

1. A memorandum which includes the following information:

   (a) The purpose, objective, and history of the program.

   (b) The economic or other justification for the program.

   (c) A citation of the legal authority for carrying out the program.

   (d) A designation of the source of funds and personnel to be used in carrying out the program, including an estimate of the total amount of funds required to be obligated, the maximum funds which would be outstanding at any time, and the amount of loss if any that would be incurred.

   (e) A discussion of the provisions of the program, or amendment thereto, including the effect of the proposed action.

   (f) Such other information as may be required by the agency primarily concerned with the operation of the program.

2. A press release prepared and cleared by the information division of the agency responsible for the program. In a limited number of cases, due to the nature of the contents of the docket, a press release may not be required.

3. The formal program document.

4. Such other documents as may be required by law, departmental regulations or by the agency responsible for the program.

5. A Solicitor's opinion.

All dockets shall, prior to submission to the Secretary, be submitted to the head of any other interested agency of the Department, the Solicitor, and the Director of Finance, for their concurrence or recommendations.

In order that proposed programs may reach the Secretary for consideration free of any prior commitments, no commitment with respect to any program

COMMUNICATIONS 3

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

MEMORANDUM NO. 1133
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Secretary

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Secretary

Req. 3584

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

November 7, 1945

FILED
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

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COMMUNICATIONS 3

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

NOV 7 1945

MEMORANDUM TO HEADS OF ADMINISTRATIVES, BUREAUS AND OFFICES

General Procedure for Acquisition of Surplus Real Property by Department of Agriculture Agencies for Their Own Use and for Disposition of Real Property, Surplus to Agency Needs and Responsibilities*

I.

Section 11 of the Surplus Property Act of 1944 imposes upon each owning agency the duty and responsibility to survey the property in its control and to determine which of such property is surplus to its needs and responsibilities. Therefore, agencies having real property surplus to their needs and responsibilities are requested to:

(a) Notify the Office of Plant and Operations, giving a brief description of the real property involved. The Office of Plant and Operations will then circularize other agencies of the Department to ascertain their interest, if any, in acquiring the property.

(b) If other Department agencies express such an interest, the Office of Plant and Operations will assist in making the necessary arrangements for transfer under established Departmental policies and procedures.

(c) If no other Department agencies express such an interest, the Office of Plant and Operations will so notify the originating agency, which will then prepare the appropriate Surplus Property Administration forms, with necessary accompanying data. The head of the originating agency will transmit the forms through the Office of Plant and Operations with a covering memorandum advising the Assistant Secretary (1) that the head of the agency has found the property surplus to its needs and responsibilities, and (2) that the Office of Plant and Operations has advised that the property is also not desired by any other agency of the Department.

Forms may be obtained from the Office of Plant and Operations which will also be glad to render advisory assistance.

---

*For the purposes of this memorandum, "real" property means land or interests in land including improvements thereon when acquired or disposed of with the land. Improvements or fixtures to be acquired or disposed of separately from the land are classed as "personal" property.

II.

My office will call the attention of interested Department agencies to such notifications of available surplus real estate as are received by the Department, and will maintain a file of such further information on such properties as become available. Mr. Wiecking will assist me in coordinating and supervising the acquisition of surplus real estate, and Department agencies interested in such acquisition are requested to discuss their interests and problems with him.

It will be appreciated if the interested agencies will notify Mr. Wiecking (Ext. 6400) whom they wish to designate as their contact officer on this subject.

III.

The Office of Plant and Operations will continue, as heretofore, to have general responsibility for:

(a) The transfer of "surplus" leaseholds, both those originating within the Department and those made available by other Federal agencies and desired by the Department or its agencies, and for

(b) The declaration to the Surplus Property Administration of leaseholds "surplus" to the needs of the Department or any of its agencies.

Detailed procedures currently in effect are given in Plant and Operations Circular No. 169.

Charles F. Brannan

Assistant Secretary

II.

My office will call the attention of interested Department agencies to such notifications of available surplus real estate as are received by the Department, and will maintain a file of such further information on such properties as become available. Mr. Hocking will assist me in coordinating and supervising the acquisition of surplus real estate, and Department agencies interested in such acquisition are requested to discuss their interests and problems with him.

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Detailed procedures currently in effect are given in Plant and Operations Circular No. 109.

Assistant Secretary

~~ORGANIZATION~~

Req. 3591

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 29, 1945

MEMORANDUM NO. 1135

1. The Office of Surplus Property and Reconversion is hereby abolished. The personnel of that Office is hereby transferred to the staff of the Secretary's Office and is placed under the direction of the Assistant Secretary.

2. All functions and duties of the Department of Agriculture under the Surplus Property Act of 1944 (except where the Department acts as an "owning agency"), the Contract Settlement Act of 1944, and the War Mobilization and Reconversion Act of 1944 which relate to food and agricultural commodities are hereby transferred to the Production and Marketing Administration.

3. All other functions and duties of the Department of Agriculture heretofore assigned to the Office of Surplus Property and Reconversion under the War Food Administrator's Memorandum No. 27, Revision 1, and Secretary's Memorandum No. 1102 are hereby placed under the direction of the Assistant Secretary.

4. All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions hereof.

Clinton P. Anderson

Secretary

~~October 23, 1945~~

ORGANIZATION ICS PDR

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 29, 1945

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4. All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions hereof.

Secretary

October 23, 1945

Req. 5332

**DEPARTMENT OF AGRICULTURE**

**WASHINGTON**

November 30, 1945

MEMORANDUM NO. 1136

FILED
PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

Clearance of Statements on National Employment, Income, Production, Etc.

The attention of all agencies and offices of the Department is called to the letter from the Director of the Budget Bureau, which is reproduced below, requesting that statements on national employment, unemployment, income, and production be submitted to that Bureau for clearance before public release.

Each such statement should be submitted to the Secretary's Office, as far in advance as possible, accompanied by (1) a letter to the Director of the Bureau of the Budget, for the signature of the Secretary, requesting clearance of the statement and describing the sources of the data, the methods of compilation, and a statement of the proposed distribution of the release, and (2) three copies of the statement, two of them for submission to the Budget Bureau with the letter, and one to be retained in the Secretary's Records Section.

After the statement has been cleared with the Bureau of the Budget, it will be returned to the originating agency or office for release in the usual manner.

Clinton Anderson

Secretary

"EXECUTIVE OFFICE OF THE PRESIDENT
Bureau of the Budget

November 8, 1945

My dear Mr. Anderson:

During the current reconversion period, business and labor groups and the public have an intense interest in employment, unemployment, and volume of production statistics released by the Federal Government. It is important that such data released by the Federal agencies be consistent and clearly labelled as to its assumptions, limitations, and methods of estimating.

In order to prevent the issuance of conflicting statistical estimates of current employment, unemployment, and the level of national production, the Director of the Office of War Mobilization and Reconversion joins me in requesting all Federal agencies to submit any report or release on these subjects to the Bureau of the Budget for clearance prior to public release. Releases submitted for clearance should include direct estimates of the volume of employment or unemployment as well as those which are partial indicators of such volume as, for example, the number of claims for unemployment compensation.

COMMUNICATIONS 3-1

There has also been a growing interest in projections of national income, employment, and unemployment which has been greatly stimulated by the discussions of the full employment bill. Differences inevitably occur in the results obtained by various estimates, based as they are on different assumptions, methods and sources of data. It is clearly undesirable to lay down uniform methods or assumptions, since technical discussion of different methods is essential for the improvement of the projections. But all such projections have policy implications, and the Director of the Office of War Mobilization and Reconversion and I therefore request all Federal agencies to submit any report or release containing such projections to the Bureau of the Budget for clearance prior to public release. In addition, I urge that extensive interagency discussion of projections be continued in order that there be the greatest possible agreement among technicians before such estimates reach a wider audience. The Bureau of the Budget is prepared to give all the assistance it can in narrowing areas of disagreement.

Two copies of statistical releases, for which clearance is requested should be forwarded to the Bureau of the Budget with a statement of the proposed distribution of the release. An accompanying factual statement should describe sources of the data and methods of compilation. Each such release will be cleared as promptly as possible and the agency notified of any recommendations.

Very truly yours,

/s/ Harold D. Smith
Director

Honorable Clinton P. Anderson
Secretary of Agriculture
Washington 25, D.C."

Req. 3594

DEPARTMENT OF AGRICULTURE
WASHINGTON

December 5, 1945

MEMORANDUM NO. 1137

Release of Scientific and Technical Information Withheld from Publication for Purposes of National Military Security

Executive Order 9568, issued June 8, 1945, provides for the release for publication, insofar as it may be done without prejudice to the public interest, of scientific and technical information which (1) has been or may hereafter be developed by or for or with the funds of any department or agency of the Government and (2) is or may hereafter be classified as secret, confidential, or restricted or by other comparable designation or otherwise withheld from the public for purposes of national military security.

Executive Order 9604, issued August 25, 1945, states: "It is the policy of this Government, subject to the requirements of national military security, that there shall be prompt, public, free and general dissemination of enemy scientific and industrial information. The expression 'enemy scientific and industrial information,' as used herein, is defined to comprise all information concerning scientific, industrial, and technological processes, inventions, methods, devices, improvements and advances heretofore or hereafter obtained by any department or agency of this Government in enemy countries regardless of its origin, or in liberated areas, if such information is of enemy origin or has been acquired or appropriated by the enemy."

In accordance with these Executive Orders, there has been established a Publication Board representing various Federal agencies, which will review scientific and technical information withheld from publication for purposes of national military security and authorize its release if this is found desirable. Final decision as to whether national military security permits the release of the information in question rests with the Secretary of War or the Secretary of the Navy.

[ ] WAR 2

The Department Librarian is hereby authorized to act for the Department in obtaining from the Publication Board permission to release scientific and technical information withheld from publication for purposes of national military security. Agencies of the Department are requested to review all such scientific and technical information in their possession, including enemy scientific and industrial information, and to send to the Department Librarian, in such form as he may prescribe, reports as to such information, together with recommendations as to its release. However, in the case of information resulting from research conducted for other Government agencies, clearance must be obtained from such agencies before the information is reported to the Librarian.

Agencies should work closely with the Director of Information for the purpose of determining whether the information will be published by the Department. When it is not feasible to publish information approved for release, a copy shall be filed in the Department Library, which will provide photostat or microfilm copies to the public at cost of reproduction. It is important that information which may properly be released be made available as promptly as possible.

In order to facilitate the acquisition from any source of material withheld from publication for purposes of national military security, requests for such material should be transmitted through the Department Librarian. Questions as to whether certain information has been released for publication should be referred to the Department Librarian.

Secretary

The Department Librarian is hereby authorized to act for the Department in obtaining from the Publication Board permission to release scientific and technical information withheld from publication for purposes of national military security. Agencies of the Department are requested to review all such scientific and technical information in their possession, including enemy scientific and industrial information, and to send to the Department Librarian, in such form as he may prescribe, reports as to such information, together with recommendations as to its release. However, in the case of information resulting from research conducted for other Government agencies, clearance must be obtained from such agencies before the information is reported to the Librarian.

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Secretary

Req. 3596

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED

PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

December 10, 1945

MEMORANDUM NO. 1138

## Safety of Employees

I have just received a communication from the White House transmitting a message from the President to the recent annual meeting of the Federal Interdepartmental Safety Council. This message points out the seriousness of the Federal Government's accident problem and directs that certain steps be taken by Federal agencies to reduce the large and needless toll that accidents are taking every day. A copy of the President's message is attached.

The Accident record of the Department of Agriculture is one of the better records among Federal agencies. The President has recognized this in his message and it is indeed encouraging, but does not mean that we can now coast on our past achievements. In fact, two conditions have already caused me considerable concern and I feel that action is necessary to remedy them. First, our accident rate has shown a decided upward trend during the past two years, and, second, our present accident rate is a great deal higher than that established by many private industries doing hazardous work.

I want to call attention to certain points which the President has emphasized:

> First, "Employee safety is the responsibility of the head of each department or agency, as part of his concern for the wise and effective use of his manpower. When line management from the head of the agency to the first-line supervisor becomes dead in earnest about this problem, most accidents will stop."

PUBLIC RELATIONS 11-4

Second, the President has directed "that the heads of departments and agencies survey their accident rates and the cost of compensation claims made to their injured employees, and develop programs to insure outstanding safety achievement. In this effort they will, of course, want to consult with those service agencies which have specific contributions to make."

Third, the President has directed "that the Bureau of the Budget in its estimates work review the safety experience of the agencies and the improvement made, and make inquiries regarding the facilities in the departments and agencies for actively reducing their accident rates, whenever these exceed standards for the types of activity involved."

Since I am holding him responsible for the adequate protection of his employees, each Bureau Chief should take the necessary steps to carry out the President's wishes. I should like to suggest that serious consideration be given to an adequate accident prevention program when planning the future work and programs for the respective bureaus.

I am also asking the Director of Personnel to take such additional measures as are necessary to accomplish the objectives of the President and to render all possible assistance, particularly by use of the Department Safety Council, to bureaus in developing and reviewing their safety programs.

Secretary

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I am also asking the Director of Personnel to take such additional measures as are necessary to accomplish the objectives of the President and to render all possible assistance, particularly by use of the Department Safety Council, to bureaus in developing and reviewing their safety programs.

Secretary

Req. 3598

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

December 12, 1945

MEMORANDUM NO. 1139

FILED
SECRETARY'S RECORDS
U.S.D.A.

# FUNCTIONS AND ORGANIZATION OF THE BUREAU OF AGRICULTURAL ECONOMICS

1. The Bureau of Agricultural Economics shall be the primary agency in the Department of Agriculture for the collection and dissemination of agricultural statistics, for economic research, and for the dissemination of the results thereof. The Bureau shall also, as a staff agency of the Secretary, coordinate the statistical work and economic research of the Department.

2. The Bureau shall continue to be directly responsible for: (a) acquiring, analyzing, interpreting and diffusing useful economic information relative to agricultural production and distribution, land utilization and conservation in their broadest aspects, including farm management and practice, utilization of farm and food products, purchasing of farm supplies, farm population and rural life, farm labor, farm finance, insurance and taxation, adjustments in production to probable demand for the different farm and food products, land ownership and values, costs, prices, and income in their relation to agriculture, including causes for their variations and trends; (b) collecting, compiling, abstracting, analyzing, summarizing, interpreting and publishing economic and statistical data relating to agriculture and food, including crop and livestock estimates, acreage, yield, grades, staples of cotton, stocks, and value of farm crops and numbers, grades, and value of livestock and livestock products on farms; and (c) for aiding in formulating programs for authorized activities of the Department.

3. The Bureau is charged with the general oversight of statistical matters and economic research throughout the Department, and for this purpose the agencies and bureaus shall furnish such information and reports as may be required. The Bureau shall be responsible for:

(a) coordinating the collection, analysis and preparation for publication of statistics and the carrying out of economic research for the purposes of: insuring improved methodology and adequate coverage; avoiding duplication; arranging for data gathered by operating agencies in the administration of programs to be, insofar as practicable, in such forms as to be useful for general statistical purposes and for the general utilization of such data where needed; and securing observance of assigned responsibilities and authorized channels in the collection of data and the carrying out of economic research;

ORGANIZATION 1 (a.e.)

(b) acting as the Department's liaison agency with the Division of Statistical Standards in the Bureau of the Budget, the Bureau of the Census in the Department of Commerce, and other Government agencies having an interest in statistics or economic research relating to agriculture, including clearance of questionnaires, etc., as required by the Regulations of the Department; (See Regulation 1616.)

(c) developing, and advising the agencies of the Department with respect to improved techniques and methods for the collection and analysis of statistical and economic data in order to increase the accuracy and broaden the usefulness of statistical series, estimates and the results of research.

4. The Bureau shall, as a staff agency, supply the Secretary's Office and other agencies of the Department statistical data and economic analyses relating to current and proposed Department programs and activities. It shall also cooperate with the Extension Service, the Office of Information and other agencies of the Department in the preparation of materials of an economic or statistical character, including material relating to the agricultural outlook, for Extension, press, radio, discussion and other purposes.

5. The responsibility for leadership in general agricultural program planning, including direction of the interbureau committees and working groups both in Washington and in the field, is hereby transferred to the Office of the Secretary. The procedure for handling this work by the Office of the Secretary will be provided for in a separate memorandum.

6. The responsibility of the Bureau for the function of fostering groups for public study and discussion of broad agricultural problems and policies is transferred to the Extension Service.

7. In order that the Bureau may carry out effectively the functions and responsibilities assigned to it, it shall have in addition to a Chief, who shall be responsible for direction of the activities of the Bureau, an Associate Chief and four Assistant Chiefs who, under the general supervision and direction of the Chief of the Bureau, shall be responsible for particular fields of work within the Bureau:

The Associate Chief, under the general supervision and direction of the Chief, shall serve as his principal assistant and ~~in addition~~ shall be responsible for coordinating and improving all statistical services and economic research of the Department.

(b) acting as the Department's liaison agency with the Division of Statistical Standards in the Bureau of the Budget, the Bureau of the Census in the Department of Commerce, and other Government agencies having an interest in statistics or economic research relating to agriculture, including clearance of questionnaires, etc., as required by the Regulation of the Department; (See Regulation 1810.)

(c) developing, and advising the agencies of the Department with respect to improved techniques and methods for the collection and analysis of statistical and economic data in order to increase the accuracy and broaden the usefulness of statistical series, estimates and the results of research.

4. The Bureau shall, as a staff agency, supply the Secretary's Office and other agencies of the Department statistical data and economic analyses relating to current and proposed Department programs and activities. It shall also cooperate with the Extension Service, the Office of Information and other agencies of the Department in the preparation of materials of an economic or statistical character, including material relating to the agricultural outlook, for Extension, press, radio, discussion and other purposes.

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The Associate Chief, under the general supervision and direction of the Chief, shall serve as his principal assistant and in his absence shall be responsible for coordinating and improving all statistical services and economic research of the Department.

One Assistant Chief, under the general supervision and direction of the Chief, shall have general supervision and direction of State offices and of divisions to be established in the Bureau of Agricultural Economics for the collection of statistics on crops, livestock, prices, income, etc., for the conduct of research on sampling and techniques in gathering and evaluating statistical data and the preparation of primary reports relating thereto. He shall serve as Chairman of the Crop Reporting Board and be responsible for programming ~~and directing~~ its work and for the technical methods employed in all the work relating to or contributing toward the statistical reports released by the Board. There shall be a Vice-chairman of the Board who shall also serve as the principal assistant to the Assistant Chief. W.P. 24

One Assistant Chief, under the general supervision and direction of the Chief, shall have general supervision and direction of divisions in the Bureau for the conduct of economic research in production.

One Assistant Chief, under the general supervision and direction of the Chief, shall have general supervision and direction of divisions in the Bureau for the conduct of economic research in income and distribution.

One Assistant Chief, under the general supervision and direction of the Chief, shall have general supervision and direction of divisions in the Bureau for program analyses and service, farm population and rural life.

The Chief of the Bureau shall, with the approval of the Secretary, continue, establish or abolish divisions within the Bureau as needed. He shall have a Director of Economic Information, an Assistant to the Chief in Charge of Administrative Management and such economic advisors and other assistants as may be needed to meet the responsibilities herein assigned.

8. Situation and Outlook Board. There is hereby established a Situation and Outlook Board with a Chairman to be designated by the Chief of the Bureau. The Board shall consist of specialists drawn from the Bureau, and, where appropriate, from other agencies of the Department. The membership of the Board may vary for different reports or classes of reports. It shall be responsible for the technical review and approval of all economic situation and outlook reports prepared within the Bureau or by other agencies of the Department.

One Assistant Chief, under the general supervision and direction of the Chief, shall have general supervision and direction of State offices and of divisions to be established in the Bureau of Agricultural Economics for the collection of statistics on crops, livestock, prices, income, etc., for the conduct of research on sampling and techniques in gathering and evaluating statistical data and the preparation of primary reports relating thereto. He shall serve as Chairman of the Crop Reporting Board and be responsible for programming and directing its work and for the technical methods employed in all the work relating to or contributing toward the statistical reports released by the Board. There shall be a Vice-chairman of the Board who shall also serve as the principal assistant to the Assistant Chief.

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One Assistant Chief, under the general supervision and direction of the Chief, shall have general supervision and direction of divisions in the Bureau for the conduct of economic research in income and distribution.

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9. Secretary's Memoranda No. 782, of October 6, 1938, assigning to the Bureau responsibility for agricultural program planning and No. 1042, of October 13, 1942, with relation to coordination of statistical work are hereby revoked. Also all other previous memoranda, or orders, or parts thereof, which are inconsistent with the provisions of this memorandum are superseded. This memorandum shall become effective December 31, 1945.

Clinton P. Anderson

Secretary

9. Secretary's Memoranda No. 752, of October 6, 1938, assigning to the Bureau responsibility for agricultural program planning and No. 1042, of October 13, 1942, with relation to coordination of statistical work are hereby revoked. Also all other previous memoranda, or orders, or parts thereof, which are inconsistent with the provisions of this memorandum are superseded. This memorandum shall become effective December 31, 1945.

Secretary

Req. 3599

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

December 12, 1945

FILED
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U.S.D.A.

MEMORANDUM NO. 1140

Policy and Program Committee

Continual review of the policies and programs of the Department is essential in order to insure that they keep pace with changing conditions and needs. It is also necessary that the programs be properly coordinated so as to be of maximum effectiveness and benefit to farmers and to the nation. Further, we are called upon to make recommendations with respect to proposed legislation affecting the programs and responsibilities of the Department. With the end of the war there is need for a comprehensive study and reappraisal of Departmental activities.

In order that we may effectively discharge these responsibilities there is hereby established within the Department a Policy and Program Committee to develop policies to serve as guides in meeting the difficult problems with which we shall be faced. The functions of the Committee shall include the consideration of overall policies governing the programs of the Department, including the functions with respect to planning transferred from the Bureau of Agricultural Economics, the review and evaluation of plans and programs of the constituent agencies of the Department, and the making of recommendations for adapting them to changing conditions and situations. The discussions of the Committee will serve as a means of our keeping informed of important developments. The Committee shall be composed of:

The Under Secretary
The Assistant Secretary
Administrator, Production and Marketing Administration
Administrator, Agricultural Research Administration
Administrator, Farm Security Administration
Governor, Farm Credit Administration
Administrator, Rural Electrification Administration
Chief, Forest Service
Chief, Soil Conservation Service
Director of Extension Work
Director, Field Service Branch, Production and Marketing Administration
Chief, Bureau of Agricultural Economics
Director, Office of Foreign Agricultural Relations
Director of Information
Solicitor
Budget Officer

COMMITTEES 3

The Secretary of Agriculture will serve as Chairman of the Committee. The staff work of the Committee will be under the direction of a Committee Secretary appointed by the Chairman. Under the direction of the Secretary of the Committee, interbureau working groups in Washington and the field will, under activity leaders, continue to develop information and make recommendations regarding assigned phases of the Department's work. These groups include persons designated by bureaus and agencies of the Department interested in the respective problems and, in the field, also include representatives of the Land Grant Colleges.

This memorandum shall be effective December 31, 1945.

Secretary

The Secretary of Agriculture will serve as Chairman of the Committee. The staff work of the Committee will be under the direction of a Committee Secretary appointed by the Chairman. Under the direction of the Secretary of the Committee, interbureau working groups in Washington and the field will, under activity leaders, continue to develop information and make recommendations regarding assigned phases of the Department's work. These groups include persons designated by bureaus and agencies of the Department interested in the respective problems and, in the field, also include representatives of the Land Grant Colleges.

This memorandum shall be effective December 31, 1945.

Secretary

Req. No. 3603

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

January 4, 1946

Supplement

MEMORANDUM NO. 1140, ~~AMENDMENT~~ 1

Policy and Program Committee

Memorandum No. 1140 establishing the Policy and Program Committee is hereby amended by adding to the membership of the Committee the Director of Personnel.

Responsibility in the Office of the Secretary for leadership with respect to U. S. D. A. Councils is assigned to the Secretary of the Policy and Program Committee in addition to the other duties specified in the memorandum.

Mr. D. A. FitzGerald is hereby appointed as Secretary of the Committee.

Secretary

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

Reg. 3657

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C. June 13, 1947.

FILED
JUN 16 1947
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U. S. D. A. 1

MEMORANDUM NO. 1140, SUPPLEMENT 2

Policy and Program Committee Responsibilities

Memorandum No. 1140 established a Policy and Program Committee to provide for continual review of the policies and programs of the Department to insure that they keep pace with changing conditions and needs.

One of the major responsibilities of this Committee is the development of a long-range agricultural policy and the program requirements to make that policy effective. This is an evolutionary process requiring continuing appraisal and adjustment of programs. The year by year review of progress in the attainment of the desirable long-range production pattern and the development of annual production goals to give farmers the maximum amount of information and assistance in making farm production adjustments to achieve a balanced agriculture will be carried on as an essential part of the work of the Policy and Program Committee.

Recommendations on production goals and programs to implement their attainment will be formulated by Commodity Committees under the leadership of PMA. Recommendations will be submitted to the Policy and Program Committee for Department-wide review. A coordinating committee is established to assist the Policy and Program Committee. Final decision on goals and programs will be made by the Secretary. Department proposals on goals and programs will then be sent to the State USDA Councils for consideration at the State level. (See Memorandum No. 1161)

The following persons are designated to serve as members of the Coordinating Committee to review individual goal and program recommendations, to suggest adjustments to reconcile any conflicts and to make additional recommendations needed to provide a coordinated program that is consistent with and implements the long-range policy:

| | |
|---|---|
| W. A. Minor, Chairman | Sec. |
| Bushrod Allin | BAE |
| Joseph A. Becker | OFAR |
| Dave Davidson | PMA |
| C. C. Farrington | PMA |
| Stanley B. Fracker | ARA |
| Sherman E. Johnson | BAE |
| P. V. Kepner | Ext. |
| E. A. Meyer | R&M |
| Joseph L. Orr | Sec. |
| P. F. Aylesworth, Executive Secretary | Sec. |

All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions hereof.

Secretary

Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 1140, SUPPLEMENT 2

## Policy and Program Committee Responsibilities

Memorandum No. 1140 established a Policy and Program Committee to provide for continual review of the policies and programs of the Department to insure that they keep pace with changing conditions and needs.

One of the major responsibilities of this Committee is the development of a long-range agricultural policy and the program required to make that policy effective. This is an evolutionary process requiring continuing appraisal and adjustment of programs. The year by year review of progress in the attainment of desirable long-range production patterns and the development of annual production goals to give farmers the maximum amount of information and assistance in making farm production adjustments to achieve a balanced agriculture will be carried on as an essential part of the work of the Policy and Program Committee.

Recommendations on production goals and programs to implement them by attainment will be formulated by Commodity Committees under the leadership of PPAC. Recommendations will be submitted to the Policy and Program Committee for departmental-wide review. A coordinating committee is established to assist the Policy and Program Committee. Final decision on goals and programs will be made by the Secretary. Department proposals on goals and programs will then be sent to the State USDA Committees for consideration at the State level. (See Memorandum No. 1161)

The following persons are designated to serve as members of the Coordinating Committee to review individual goal and program recommendations, to suggest adjustments to reconcile any conflicts and to make additional recommendations needed to provide a coordinated program that is consistent with and implements the long-range policy.

W. A. Minor, Chairman, Sec.
Buford Allin, PMA
Joseph A. Becker, OPAD
Dave Davidson, PMA
O. C. Farrington, FES
Stanley B. Frazier, ARA
Sherman E. Johnson, BAE
F. V. Lapsley, ECA.
E. A. Meyer, RSH
Joseph E. Orr, Sec.
P. P. Aylesworth, Executive Secretary, Sec.

All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions hereof.

Secretary

Reg. 3670

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED
MAY 19 1948
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U. S. D. A.

May 17, 1948.

MEMORANDUM NO. 1140, SUPPLEMENT ~~2~~ 3, ~~REVISION 1~~

1949 Production Goals Coordinating Committee

The following persons are designated to serve as members of the 1949 Production Goals Coordinating Committee, a subcommittee of the Policy and Program Committee. Their function will be to review individual goal and program recommendations, to suggest adjustments to reconcile any conflicts, and to make additional recommendations needed to provide a coordinated program that is consistent with and implements the long-range policy:

| | |
|---|---|
| W. A. Minor, Chairman | Sec. |
| Bushrod Allin | BAE |
| Joseph A. Becker | OFAR |
| Stanley B. Fracker | ARA |
| Stephen C. Hughes | FHA |
| Sherman E. Johnson | BAE |
| Paul V. Kepner | Ext. |
| Laurence Manwaring | PMA |
| S. R. Newell | PMA |
| Fred Northrup | PMA |
| Joseph Orr | Sec. |
| P. F. Aylesworth, Secretary | Sec. |

Memorandum No. 1140, Supplement 2, dated June 13, 1947, is revised only to the extent that the composition of the Committee is changed.

M. E. Dodd

Acting Secretary

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

COMMITTEES

Reg. 3535

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 19, 1948.

MEMORANDUM NO. 1140, SUPPLEMENT 4

1949 Production Goals Coordinating Committee

Recent changes in Department personnel necessitate a revision in the membership of the 1949 Production Goals Coordinating Committee, a Subcommittee of the Policy and Program Committee. The function of this Committee is to review individual goal and program recommendations, to suggest adjustments to reconcile any conflicts, and to make additional recommendations needed to provide a coordinated production program that is consistent with and implements the long range agricultural policy.

Memorandum No. 1140, Supplement 2, dated June 13, 1947, and Supplement 3 dated May 17, 1948, are revised only to the extent that the composition of the Committee is changed. The members of this Committee are as follows:

| | |
|---|---|
| W. A. Minor, Chairman | Sec |
| Bushrod Allin | BAE |
| Joseph A. Becker | OFAR |
| Stanley B. Fracker | ARA |
| Stephen C. Hughes | FHA |
| Sherman E. Johnson | BAE |
| P. V. Kepner | Ext |
| E. F. Kruse | PMA |
| Laurence Manwaring | PMA |
| S. R. Newell | PMA |
| E. A. Norton | SCS |
| L. B. Taylor | PMA |
| P. F. Aylesworth, Secretary | Sec |

Charles F. Brannan
Secretary

COMMITTEES 2

Office of Plant and Operations
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ADMINISTRATIVE DIVISION

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 16, 1983

SECRETARY'S MEMORANDUM 1140-1

# MANAGEMENT REFORM WITHIN USDA

## 1 BACKGROUND

The President has introduced a major program to improve and modernize administrative management within the Government. The program, referred to as "Reform '88" since 1988 is the target for completing long-term improvements, has three purposes: (1) to improve management processes, (2) to develop efficient and compatible administrative management systems, and (3) to improve total resource management.

The Office of Management and Budget (OMB) is coordinating the overall Reform '88 program. Within USDA, responsibility has been assigned to the Assistant Secretary for Administration, who is being aided by the Department's Administration Committee and the Management Council.

The first phase of Reform '88, which is already underway, concentrates on 11 cost reduction programs such as paperwork reduction, debt collection, and procurement reform. USDA has emerged as a leader in many of these areas, meeting or exceeding OMB's cost reduction targets. Subsequent phases of Reform '88 will emphasize long-term improvements in administrative processes and systems. These changes will be designed to make the Department of Agriculture, and the Government as a whole, operate as soundly as a well managed private business.

## 2 POLICY AND GOALS

I strongly support the Reform '88 program and the leadership role that USDA is taking in the Government-wide effort. The Department must keep administrative overhead to a minimum and devote every possible asset to program delivery and service to American agriculture. Reform '88 will be the principal means of ensuring that the Department's administrative systems facilitate prompt, effective, and economical program operations.

The purpose of the Department's Reform '88 program is expressed in the following broad goals:

a The Department will be managed in a common-sense, business-like manner.

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b The Department's administrative management systems will be designed and operated to provide adequate service at an acceptable cost.

c These systems will be responsive to the needs of program managers.

d Administrative systems, procedures, and regulations will be simple and logical, and will make appropriate use of available technology.

e The level of resources used in the delivery of support services will be reduced.

3 REFORM '88 ACTION PLANS

I have recently approved the USDA Reform '88 Action Plan that discusses Phase 1 initiatives and sets the direction for long-term management improvement efforts in the agencies and at the Departmental level. The long-term plan focuses on 10 basic management reforms that cover all aspects of administrative support systems, procedures, and services. These 10 basic reforms are built on ideas surfaced in preliminary Reform '88 action plans submitted by USDA agencies.

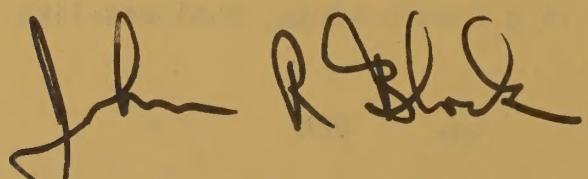
All agencies are now expected to reevaluate their preliminary action plans in light of the basic reforms in the Departmental plan. Any agency reform initiatives that coincide with the Department's 10 basic reforms should be analyzed and realigned, if necessary, to ensure that they will contribute to the overall Departmental effort. The revised agency Reform '88 action plans should be flexible and open to change, and should include a mix of long-term and short-term initiatives.

4 RESPONSIBILITIES

The Assistant Secretary for Administration and his supporting Reform '88 structure will proceed immediately with implementation of the 10 basic reforms identified in the Departmental Action Plan. I recognize that these major reforms will require the dedicated efforts of talented people throughout the Department, and urge all agencies to provide resources to participate in these efforts.

At the same time, agencies must take the initiative to implement internal management improvements aimed at achieving the goals set forth in this memorandum. I strongly believe that internal management reforms within the agencies have the greatest potential for improving the way USDA is managed and reducing the cost of administrative management.

The responsibility for making Reform '88 a success within USDA is shared by all members of the Department. I am convinced that USDA has one of the most capable and professional workforces in the Federal Government. With a concerted effort to meet the challenge of Reform '88, we can make USDA a model of efficiency and effectiveness.



SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 10, 1984

SECRETARY'S MEMORANDUM 1140-2

# COOPERATIVE PROCESSING

## 1 PURPOSE

This memorandum establishes the Cooperative Processing concept as the framework for developing future USDA administrative systems. This approach, recommended by the Reform #1 Project Team, and endorsed by the Ad Hoc Committee builds upon past accomplishments by taking advantage of existing technology. Cooperative Processing is using local data processing capability to meet local needs and to provide necessary administrative information to centralized systems.

## 2 BACKGROUND

I am proud of the Department's leadership in our administrative management systems. I want USDA to maintain our leadership through providing USDA programs with the administrative support they need at the lowest possible cost. In March 1983 I established the USDA Reform '88 Program and instituted ten major reforms. Reform #1 required a reexamination of existing USDA administrative systems to identify future directions for improvement. Over 2,000 USDA employees played some part in developing recommendations which were carefully reviewed by the USDA Ad Hoc Committee on Reform '88 Initiatives. The "Cooperative Processing" concept emerged from this review as the cornerstone of USDA's Future Administrative Systems.

## 3 POLICY

Under Cooperative Processing, USDA will:

a Continue central processing of common administrative activities.

b Electronically transmit administrative transactions.

c Encourage local data bases for fund control and management information as Agencies deem necessary.

d Provide user access to Department administrative data bases.

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4 RESPONSIBILITIES

The Assistant Secretary for Administration will:

a Distribute descriptive information about Cooperative Processing.

b Develop a program for Departmental administrative data management.

c Develop plans for central administrative systems to relate to local data bases.

d Assure Agency long-range Information Resource Management plans consider Cooperative Processing of administrative systems.

The Assistant Secretary will report to me annually on the progress toward Cooperative Processing beginning October 1, 1984.

Agencies will:

a Define requirements for local data bases and develop the capacity to pre-edit administrative transactions.

b Cooperate with Department Staff Offices and assist in the development of revised processes.

c Incorporate those needs into long-range plans.

John R Block

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 28, 1984

SECRETARY'S MEMORANDUM 1140-3

# IMPLEMENTATION OF REFORM '88 INITIATIVES

## 1 BACKGROUND

In March 1983, I directed the implementation of a long-range program to improve the Department's administrative management. The goals of this program are:

a To ensure that USDA's administrative management systems and procedures provide for prompt, effective accomplishment of program missions, and

b To ensure that USDA programs receive the management support they need at the lowest possible cost, consistent with the continuing need for innovation and modernization.

This management reform program, which is built on the ideas and talents of thousands of USDA employees, has been very successful. A wide variety of cost reduction ideas have been put into effect, and all USDA Agencies and Staff Offices, working together, have brought about major improvements in communication, cooperation, sharing ideas, and developing plans for the future. These plans are now being implemented.

## 2 RESPONSIBILITIES

The Assistant Secretary for Administration is responsible for developing and implementing management improvement programs for USDA. To aid the Assistant Secretary for Administration in the implementation of management reform initiatives, I am establishing the Office of Management Reform as a temporary Departmental Staff Office.

The Departmental Staff Offices will continue to exercise responsibility for management reforms within their purview, and shall work with Agencies and the Office of Management Reform in carrying out a coordinated program. Agencies should continue to develop internal management improvements and to work with the Staff Offices in Departmental efforts.

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The responsibility for management reform is shared by all members of the Department. I am convinced that USDA has one of the most capable and professional workforces in the Federal Government. With commitment and creativity we can make USDA a model of efficiency and effectiveness.

SECRETARY OF AGRICULTURE